Isthmus Montessori Academy Staff Application

Isthmus Montessori Academy respects the right of every person to participate in employment without regard to race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, status with regard to public assistance, disabled veterans or Vietnam era veterans status or membership/activity in a local human rights commission, and in accordance with all applicable laws and regulations of federal, state and local governing bodies. This applies in all areas of employment including recruiting, hiring, promotion, transfers, benefits and training.

Specifically, Isthmus Montessori will implement this nondiscrimination policy by providing equal employment and advancement opportunity on the basis of merit within the context of its unique environment.

I. Personal Information:

Name: _____ Date: _____

Street Address:_____

City:_____ State:_____ Zip Code: _____

Home Phone:_____ Cell Phone:_____

Social Security Number: _____-_____-_____

Do you have prior knowledge of the Montessori method? __Yes __No

    If no, are you willing to learn about the AMI Montessori method? __Yes __No

Do you have AMI Montessori training? __Yes __No

    If yes, do you have an AMI Montessori Diploma? __Yes __No

Have you ever been involuntarily terminated? __Yes __No

    If yes, why?_____

Can you provide verification of your legal right to work in the United States? __Yes __No

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Have you ever worked under a different name? __Yes __No

   If yes, what name? _____

Are you able to perform the essential functions of the job for which you are applying, either with

or without reasonable accommodation? __Yes __No

   If no, describe the functions that cannot be performed: _____

_____

Are you able to lift up to 40 pounds? __Yes __No

Have you ever been convicted of a criminal offense? __Yes __No

   If "Yes" state nature of conviction(s), when and where convicted, and disposition of case:

   _____

   _____

(Convictions will not necessarily disqualify you for the position. Each case will be considered

based on job relatedness. Convictions for marijuana-related offenses that are more than two years

old need not be listed.)

II. Employment Interests:

Position applying for:_____

Type of employment desired: __Regular __Temporary __Part-Time __Full-Time

Days and Hours available for work: _____

Wage desired: _____

How were you referred to Isthmus Montessori Academy?_____

III. Education Information:

	Name	Course of Study	Number of Years Completed	Did you graduate?	Degree or Diploma
High School				__Yes __No	
College/University				__Yes __No	
Post-Graduate				__Yes __No	

Foreign Languages (indicate proficiency to speak, read and write):

_____

Do you have any additional experience, training, qualifications or skills that you think make you

especially suited for work at Isthmus Montessori Academy? Explain.

_____

_____

IV. Employment Information:

Please attach a current resume for employment history, skills, and reference contact information.

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V. Necessary Documents: All of the following documents and/or proof of their completion MUST be submitted before beginning work at IMA. There will be additional forms to complete if you are hired, but it is in your best interest to submit these as soon as possible.

Form Type
Staff Record Form Information - http://dcf.wisconsin.gov/forms/pdf/dcf_f_cfs0053.pdf
Background Information Disclosure form - http://www.dhs.wisconsin.gov/forms/F8/F82064.pdf
Staff Health Report - Child Care Provider - https://www.uwstout.edu/soe/cfsc/upload/dcf_f_cfs0054.pdf
TB Test - https://www.uwstout.edu/soe/cfsc/upload/dcf_f_cfs0054.pdf
Shaken Baby Syndrome/ Sudden Infant Death Syndrome Training
Registry certificate (level seven or higher)
Current infant / child CPR certificate
Biennial Child Abuse and Neglect training - http://wcwpds.wisc.edu/mandatedreporter/
10 hour infant and toddler training

_____

Signature   Date

Thank you for your interest in Isthmus Montessori Academy!