

Countryside Montessori
13630 100th Ave NE
Kirkland, WA 98034
425-823-2211

Application Letter

Dear Prospective Employee:

Thank you for your interest in our school. Countryside Montessori is always looking for dedicated people with a passion for nurturing the development of children. If you would like a career that is exciting and fulfilling, becoming a teacher could be the rewarding experience you are seeking.

Please complete the application and return to Countryside with a cover letter stating why you would like to work at Countryside. Include a copy of your resume with the application. Our web site is a great resource to become familiar with our program. (www.countrysidemontessori.info)

All applications are held on file for one year. When a position becomes available, we look through the applications and contact people who meet the school's needs to schedule an interview and take tour of the Center. At the interview, you will be asked a series of interview questions. If the school decides to hire you, your references will be checked and you will be given an employee packet, including all hiring information needed by the school. All forms and documents are required before you can be hired.

Generally all new employees are hired as substitute teachers to give them time to work in various classes at various times. In this way we get to know you and you get to know us. Countryside is an at-will company and either party may terminate the relationship when deemed necessary for any reason.

Wages are set for each employee based on his/her experience, length of service, training, education and job responsibilities. Be sure to include all pertinent information on your application or resume.

Training is available throughout the year at Countryside to allow teachers to increase their skills and prepare professionally.

After 3 months of full-time employment, employees who are scheduled to work 6 or more hours per day, may elect benefits. Countryside currently offers Medical, Dental, Retirement, and Child Care at a reduced cost to you as well as several AFLAC options.

Hope you choose to join us and become a person who makes a difference in children's lives. Together we can create a brighter future for the world.

Trie, Christine, Jacob, & Evan

Countryside Montessori
13630 100th Ave NE, Kirkland, WA 98034
425-823-2211

APPLICATION FOR EMPLOYMENT

Please read carefully and complete by printing in ink or typing.

Provide all information requested.

Your complete application form will be maintained in our active files for six (6) months from the date of the application. You may submit a new application at any time.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, handicap, marital status, or status as a disabled veteran or Vietnam-era veteran. Information provided on this application will not be used for any discriminatory purpose.

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Alt. Phone _____ E-Mail _____

Social Security Number _____ Date _____

In case of emergency notify _____

Home Phone _____ Alt. Phone _____ E-Mail _____

What prompted you to apply here?
 Advertisement Own Accord Referred Employee Referral

Position applied for _____

When could you report to work _____

Minimum acceptable salary _____

Available for part-time employment? No Yes on what basis? _____

Are you available for substitute work? No Yes _____

Have you ever been convicted of a crime or felony? No Yes _____

Do you object to be fingerprinted? No Yes _____

To what organizations do you belong (Educational or Professional): _____

Your hobbies and recreation _____

Countryside Montessori
13630 100th Ave NE, Kirkland, WA 98034
425-823-2211

Education

High School _____

College _____

Graduate School _____

Undergraduate Major _____

Degrees _____

Are you planning to further your education: 0 No 0 Yes When? _____

Other Special Training Courses _____

Diploma or certification (please specify) _____

Work Experience

Please Indicate last 3 Employers

Name _____ Dates _____

Address _____ Phone _____

Position _____ Salary _____

Duties _____

Supervisor's Name _____ Reason for Leaving _____

Name _____ Dates _____

Address _____ Phone _____

Position _____ Salary _____

Duties _____

Supervisor's Name _____ Reason for Leaving _____

Name _____ Dates _____

Address _____ Phone _____

Position _____ Salary _____

Duties _____

Supervisor's Name _____ Reason for Leaving _____

Countryside Montessori
13630 100th Ave NE, Kirkland, WA 98034
425-823-2211

Have you completed First Aide Training? No Yes When? _____

Have you completed CPR Training? No Yes When? _____

Special Talents _____

Do you play any musical instruments? No Yes _____

Do you like to sing? _____

Physical Record

How would you describe your general health? _____

Have you any impairment in: Hearing Vision Speech

Previous serious illnesses (describe briefly) _____

Have you ever been seriously injured? No Yes How? _____

Are there any physical or personal limitations on the type of work you can do with children at school or the amount of time you can spend at work? No Yes _____

Date of last physical exam _____ TB Test Date _____

References

Please list 3 references, not including relatives or former supervisors.

Name _____ Address _____

Occupation _____ Phone _____

Name _____ Address _____

Occupation _____ Phone _____

Name _____ Address _____

Occupation _____ Phone _____

Countryside Montessori
13630 100th Ave NE, Kirkland, WA 98034
425-823-2211

Please Answer the Following Questions:

How do you gain a child's trust?

What do you feel is important in dealing with parents and staff?

What would you do if a child bit another child?

What three qualities do you possess as a teacher, what you would bring to us?

Name the thing you liked best about your last job? Why?

Now, name the thing you liked the least? Why?

I hereby certify that the answers and other information on this application are true and correct and that I understand any misrepresentation or omission of facts on my part will be justification for separation from the company's service, if employed. In the event of my employment with the Child Care Center, I agree to comply with the rules and regulations governing my employment and to supply an alien registration number, verification of birth, W - 4, I - 9 and other pertinent information as required. It is my understanding that the first three months of my employment are a trial period and my continued employment depends on the will of the company or myself.

Applicant's Signature_____