



Today's Date: _____

Application for Employment

Applicant's Legal Name: _____ Gender: _____

Home Address: _____

City: _____ State: _____ Zip Code: _____ Home Telephone: _____

Email address: _____ Cell Phone: _____

Driver License Number: _____ State of Issue: _____ Expiration: _____

Ethnicity: Hispanic or Latino (Indicate Y or N) _____ (Please select at least one race below.)

Racial Category (Please mark ALL that apply):

_____ White _____ Black _____ Asian _____ Alaskan Native or American Indian _____ Native Hawaiian or Other Pacific Islander

Have you ever been **convicted**, found **guilty**, had **adjudication withheld**, entered a **deferred prosecution Program** (e.g. pre-trial intervention), or entered a **plea of nolo contendere** (no contest) to any crime *other* than a minor traffic violation? **Note: A DUI is NOT** a minor traffic violation. Florida law requires a **YES** or **NO** answer. Yes _____ No _____ Your application *will not* be processed without this information. If you checked yes, you must give the information requested for each charge. Please attach a separate sheet if you need more space. (Note: All Responses to this section will be verified by fingerprint check).

City (of Court)	Date of Arrest	Arresting Charge(s)	Disposition(s) / Outcome

Desired position for employment: _____

Education & Special Training:

College/University _____ Dates Attended: _____ Degree Earned: _____

Graduate School _____ Dates Attended: _____ Degree Earned: _____

Do you currently hold a valid Montessori 1 or 2 Credential? _____ Yes _____ No

If you do not have Montessori credential, have you applied for one? _____ Yes _____ No

Do you currently hold a valid Florida Educator's Certificate? _____ Yes _____ No

If you do not have a Florida Educator's Certificate, have you applied for one? _____ Yes _____ No

Have you ever had a teaching certificate suspended or revoked in any state? _____ Yes _____ No

If yes, please attach a written explanation.

List any other certifications or credentials you hold: _____



MAY SANDS MONTESSORI SCHOOL
a public school of choice

1400 United Street, #110, Key West, FL 33040
Tel: 305-293-1400, EXT. 53418; Fax: 305-328-9005

Employment Experience (Begin with the most recent):

Employer	Address & Telephone	Supervisor	Position held	Dates employed	Reason for leaving

I hereby represent that each answer to a question herein and all other information otherwise furnished is true, complete, and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer of information relates.

I understand that any incorrect, incomplete, or false statements or information furnished by me will subject me to discharge at any time. In the event that I am employed by the May Sands Montessori School, I agree to comply with all its orders, rules, and regulations. I hereby authorize my former employers to give any information regarding my employment with them and, in addition, to furnish any other information they have concerning me. I understand that I will be fingerprinted as a matter of protection and identification, and will be on probationary status pending fingerprint processing and payment of fees associated with the fingerprint process. I will have a physical exam by a qualified physician if required as a condition of employment. I authorize the release of all information from any and all law enforcement agencies where protected under the Private Act.

All information contained in the applicant's file is public information subject to disclosure under the provisions of Florida Statute 119.07, except as same by be specifically excluded form the Public Records Act, Florida Statute 231.291. It is the policy of the May Sands Montessori School not to discriminate against employees or applicants for employment on the basis of race, color, religion, sex, national origin, marital status, age, or handicap. Sexual harassment is a form of employee misconduct which undermines the integrity of the employment relationship, and is prohibited. This policy shall apply to recruitment, employment, transfers, compensation, and other terms and conditions of employment.

Signature of Applicant: _____

Release Authorizing Credential Check

In consideration of the May Sands Montessori School's evaluation of my suitability for employment, I hereby authorize MSMS to perform all checks of my credentials as allowed by law, including but not limited to, discussions with supervisors, co-workers, friends, business associates, or other individuals that MSMS, in its sole discretion, believes may have relevant information regarding my suitability for employment. I further authorize MSMS to perform the following checks on my credentials: request of police and/or credit report, and such other checks as MSMS deems appropriate. I agree not to assert claims or causes of action of any kind against MSMS, its agents, its employees, or any individuals contacted by MSMS, arising out of MSMS' investigation. I further release and forever discharge MSMS, its agents, its employees and the individuals and companies or school systems contacted by MSMS as part of its investigation, from any and all claims, demands, damages, actions, causes of action, or suits of any kind or nature whatsoever arising from MSMS' investigation of my credentials. I acknowledge that MSMS has made no representations of any kind as to whether employment will be offered at the conclusion of the investigation.

Printed Name

Signature

Date