

Employment Application

DCS Montessori Charter School • 311 Castle Pines Parkway • Castle Pines, CO 80108
Phone: 720-531-3311 Fax: 720-710-9971

Name (Last, First, Middle)	Today's Date
Street Address or PO Box	Home Phone Number
City State Zip Code	Cell Phone Number
Email Address	Work Phone Number (only provide if we may call you at work)
Position(s) Applied for	

EDUCATION BACKGROUND

Begin with most recent college/university.

High School, College, University, or Tech School	State	Major	Degree Received	Date Received

WORK EXPERIENCE

Please complete the following information even if it is included on your resume. List ALL experience, with the most recent experience first. Please use separate sheet for additional information.

Position _____
Organization/School _____
Address _____
Supervisor _____ Phone # _____
Reason for Leaving _____
Employment Dates (Month/Year) from _____ to _____ <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Specific Responsibilities _____

WORK EXPERIENCE (continued)

Position _____

Organization/School _____

Address _____

Supervisor _____ Phone # _____

Reason for Leaving _____

Employment Dates (Month/Year) from _____ to _____ Full-time Part-time

Specific Responsibilities _____

Position _____

Organization/School _____

Address _____

Supervisor _____ Phone # _____

Reason for Leaving _____

Employment Dates (Month/Year) from _____ to _____ Full-time Part-time

Specific Responsibilities _____

Position _____

Organization/School _____

Address _____

Supervisor _____ Phone # _____

Reason for Leaving _____

Employment Dates (Month/Year) from _____ to _____ Full-time Part-time

Specific Responsibilities _____

JOB REFERENCES

List five persons below who have known you in a supervisory or working capacity (not including relatives).

Name:	Position/Title:
Organization:	Home Phone:
Work Phone:	Cell Phone:
Email:	

Name:	Position/Title:
Organization:	Home Phone:
Work Phone:	Cell Phone:
Email:	

Name:	Position/Title:
Organization:	Home Phone:
Work Phone:	Cell Phone:
Email:	

Name:	Position/Title:
Organization:	Home Phone:
Work Phone:	Cell Phone:
Email:	

Name:	Position/Title:
Organization:	Home Phone:
Work Phone:	Cell Phone:
Email:	

1. Are you able to perform the job-related functions of the position(s) for which you are applying?
 Yes No If you checked no, please explain: _____

2. Have you ever been convicted, pleaded guilty to, or received a deferred sentence for any felony or misdemeanor other than a minor traffic violation? Yes No
 If you checked yes, please explain: _____

3. Have you ever been convicted of, pleaded nolo contendere to, or received a deferred sentence for a crime involving unlawful sexual behavior or unlawful behavior involving a child?
 Yes No If you checked yes, please explain: _____

4. Have you ever been dismissed, or have you resigned from a position as a result of an allegation of unlawful behavior involving a child, including unlawful sexual behavior?
 Yes No If you checked yes, please explain: _____

5. Have you ever been involuntarily terminated from any employment? Yes No If you checked yes, please explain: _____

6. Have you ever been disciplined or discharged for making threats, fighting, or any other incidents involving violence, harassment, or sexual misconduct in the workplace? Yes No
 If you checked yes, please explain: _____

7. I understand that if I need childcare for my students who are enrolled (or will be enrolled) at DCS Montessori I must enroll in and pay tuition for these programs. Initial _____
8. Are you Early Childhood Teacher qualified (requirements are listed on our website under "About Us," then "Employment?") Yes No
9. I understand that if I am applying for a job requiring Early Childhood Teacher qualification, I must attach documentation proving my qualification to this application or the application will be destroyed. Initial _____

I certify that the information contained in this application is correct and understand that falsification, omissions or misstatements of this information is grounds for refusal to hire or, if hired, may be grounds for dismissal. I understand the following: "Any applicant who knowingly or willfully makes a false statement of any material fact or thing in the application is guilty of perjury in the second degree as defined in Section 18-8-503, C.R.S., and, upon conviction thereof, shall be punished accordingly."

I hereby authorize DCS Montessori Charter School to gather information about my prior employment history and references, and I release DCS Montessori Charter School and its agents from any and all liability arising from their good faith efforts in this process. I hereby authorize my prior employers to disclose information regarding my employment to DCS Montessori Charter School and its agents. I release my prior employers and their agents from any and all liability arising from these disclosures.

 Applicant's Signature

 Date

DCS Montessori Charter School does not unlawfully discriminate on the basis of age, race, color, national origin, sex, or disability in admission or access to, or treatment or employment in, its educational programs or activities.