

PONDEROSA MONTESSORI INC.  
APPLICATION FOR EMPLOYMENT

Please fill out this application and email it to: [school@PonderosaMontessori.com](mailto:school@PonderosaMontessori.com)  
or return it in person or via mail to: **304 Rover Blvd, White Rock, NM 87547**

Today's Date: \_\_\_\_\_

Position Applying For \_\_\_\_\_ Date Available \_\_\_\_\_

Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Telephone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Are you legally eligible for employment in the United States? \_\_\_\_\_

Do you have children that you wish to attend Ponderosa? \_\_\_\_\_ Name(s) and Age(s) \_\_\_\_\_

Are you affiliated with any professional organizations? \_\_\_\_\_

Can you teach a foreign language? \_\_\_\_\_

Can you teach music? \_\_\_\_\_

Can you teach art? \_\_\_\_\_

Have you had a criminal background check done within the past 6 months? \_\_\_\_\_

Have you had infant/child First Aid? \_\_\_\_\_ Date card expires? \_\_\_\_\_ (Attach copy)

Have you had infant/child CPR? \_\_\_\_\_ Date card expires? \_\_\_\_\_ (Attach copy)

Have you had Blood Borne Pathogens? \_\_\_\_\_ Date card expires? \_\_\_\_\_ (Attach copy)

Do you have a state teaching certificate? \_\_\_\_\_ Which state? \_\_\_\_\_ (Attach copy)

PONDEROSA MONTESSORI INC.  
APPLICATION FOR EMPLOYMENT

Education

High School Attended \_\_\_\_\_ Graduation Date \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Dates Attended \_\_\_\_\_ through \_\_\_\_\_

College or Post-secondary school \_\_\_\_\_ Graduation Date \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Dates Attended \_\_\_\_\_ through \_\_\_\_\_

Degree Received (Please specify) \_\_\_\_\_

Other training or schooling \_\_\_\_\_ Graduation Date \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Dates Attended \_\_\_\_\_ through \_\_\_\_\_

Diploma or Certificate (Please specify) \_\_\_\_\_

References

**Not Friends. Professional References**

**Reference Name** \_\_\_\_\_ **Title** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**Reference Name** \_\_\_\_\_ **Title** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

**Reference Name** \_\_\_\_\_ **Title** \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Telephone \_\_\_\_\_ Relationship \_\_\_\_\_

PONDEROSA MONTESSORI INC.  
APPLICATION FOR EMPLOYMENT

Work History  
Please provide work and/or education history for 3 years prior to the date of this application

**Present Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Job Title \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month and year)

Reason for leaving \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Job Title \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month and year)

Reason for leaving \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Job Title \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month and year)

Reason for leaving \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**Previous Employer** \_\_\_\_\_ Supervisor \_\_\_\_\_

Address \_\_\_\_\_  
Street & Number City State Zip

Job Title \_\_\_\_\_

Employed from \_\_\_\_\_ to \_\_\_\_\_ (month and year)

Reason for leaving \_\_\_\_\_

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**PONDEROSA MONTESSORI INC.**  
***APPLICATION FOR EMPLOYMENT***

I understand that my employment for Ponderosa Montessori, Inc. requires fingerprints and a background check \_\_\_\_\_(initial)

I understand that my employment for Ponderosa Montessori Inc. is conditional based upon receiving a clearance through New Mexico Children Youth and Families Dept \_\_\_\_\_(initial)

I CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Ponderosa Montessori Inc. to investigate any information contained in this application as necessary to determine my qualifications. I understand that this application is not intended to be any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions or interview may result in my immediate termination. I understand also, that I am required to abide to all rules, regulations, and policies of Ponderosa Montessori Inc. Ponderosa Montessori Inc. is an Equal Opportunity Employer (EOE).

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_