



PONDEROSA MONTESSORI INC.

Application for Employment

Please email to: school@PonderosaMontessori.com or return to: 304 Rover Blvd, White Rock, NM 87547

Position Applying For: _____ Date Available: _____ Today's Date: _____

Personal Information						
Name:		Cell Phone:		Date of Birth:		
Address:		City:		State:		Zip:
Email:						
Are you legally authorized to work in the United States?						
Have you had a criminal background check done within the past year?						
Can you teach any of the following?						
Foreign Language: _____		Music: _____		Art: _____		
Do you have children that you wish to attend Ponderosa? _____ Name(s) & Age(s): _____						
Have you had infant/child First Aid/CPR? _____ Expiration Date: _____						
Have you received your NM 45-Hour Certification?						
Do you have a state teaching certificate? _____ Which State? _____						
Education						
School	Location (Address)	Dates Attended	Graduation Date	Degree or Diploma		
High School:						
College or Business/Trade School or Other Training:						
Work History (please provide past 3 years of work or education history)						
Company	Location (Address)	Phone	Start Date & End Date	Start Pay & End Pay	Reason for Leaving	Job Title



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Professional References (please provide 3 references, NOT friends)						
Reference Name	Company	Location (Address)	Relationship	Email	Phone	Job Title

Authorization	
(initial)	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 Early Childhood Education and Care Department.
(initial)	I certify that I have NEVER been convicted of any crime including sex-related or child-abuse-related offenses.
<p>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 falsified or misleading information given in my application, correspondence, discussions or interview may result in termination of my employment. If employed, I agree to abide by all rules, regulations, and policies of Ponderosa Montessori Inc. Ponderosa Montessori Inc. is an Equal Opportunity Employer (EOE).</p>	
Signature:	Date:

Ponderosa Montessori Inc. is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, age, religion, national origin, physical or mental disability, genetic information, gender, gender identity, sexual orientation, marital or veteran status or any other legally protected status.