



P.O. Box 305, 1000 Fifth Avenue SE, Hutchinson, Minnesota 55350

320.234-6362, office 320.234-6300, fax www.newdiscoveries.org info@newdiscoveries.org

Application for Employment

date _____

(Please Print)

Name _____ SS# _____
 (last) (middle) (first)

Address _____

Telephone Number(_____) _____ e-mail address _____

If hired, can you provide the documents required to prove that you are authorized to work in the United States? Y or N

Education

Type	Name/Location	Course	# yrs.	Diploma
High School				
College or Technical Training				
Other				

Position Desired _____

Date available for work _____

How were you referred to our school? _____

Is there any information we would need about your name or use of another name for us to be able to check your record? Y or N

Please specify _____

Employment Record

Company Name/Address	Type of Work	Start/Stop Date	Pay	Reason for Leaving
1.				
2.				
3.				
4.				
5.				

References (other than relatives)

Name	Occupation	Years Known	Contact Information
1.			
2.			
3.			

Please list any additional information that you would like to provide regarding your ability to perform the job for which you have applied - such as licenses, awards, hobbies, etc.

Any other information you may want to share with us:

I understand that New Discoveries Montessori Academy follows an employment-at-will policy, in that either New Discoveries Montessori Academy or I may terminate my employment at any time, with or without prior notice, and with or without cause, as long as the reason is consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that to be employed I must be lawfully authorized to work in the United States and I must show the employer documents that will prove this.

I understand that New Discoveries Montessori Academy will thoroughly investigate my work and personal history, and verify all data given on this application, and related papers, and in interviews. I authorize all individuals, schools, and firms named therein, including my current employer, unless otherwise noted, to provide any information requested about me and I release them from all liability for damage in providing this information.

I certify that all the statements herein are true and understand that any falsification or willful omission may result in dismissal or refusal of employment.

Signature of Applicant _____ Date _____

New Discoveries is an equal opportunity employer. New Discoveries Montessori Academy does not discriminate in admission, employment, or administration on the basis of race, religion, gender, ethnicity, belief, family status, age, veteran status, sexual orientation, or in violation of any federal, state or local laws or executive rights.