



# New Discoveries

# Montessori Academy

1000 Fifth Avenue SE, Hutchinson, Minnesota 55350  
320.234.6362 (office) 320.234.6300 (fax) www.newdiscoveries.org

## ***Application for Employment***

Date \_\_\_\_\_

(Please Print)

Name \_\_\_\_\_  
(Last) (First) (Middle initial) (Maiden name)

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

Position desired \_\_\_\_\_ Date available \_\_\_\_\_

How were you referred to our school? \_\_\_\_\_

## **Employment Record**

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

## **Education**

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

**References** - other than relatives

Name	Occupation	Yrs. 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.

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***Criminal Background Information***

Have you ever been charged with a misdemeanor or a felony? Yes / No

If yes, explain the nature of the charge and the circumstances. \_\_\_\_\_

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Were you convicted and/or did you plead guilty? \_\_\_\_\_

Give the date, city, state and district where convicted: \_\_\_\_\_

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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 in accordance with Minnesota Statute 123B.03 and 299C.62, New Discoveries Montessori Academy will thoroughly investigate my work and personal history, and verify all data given on this application, on 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: \_\_\_\_\_