

IV. CERTIFICATION AND SPECIALIZATION

Please check all which apply.

Montessori Certification:

- Infant/Toddler Date Completed: _____ TEP: _____
- Early Childhood (3-6) Date Completed: _____ TEP: _____
- Lower Elementary (6-9) Date Completed: _____ TEP: _____
- Upper Elementary (9-12) Date Completed: _____ TEP: _____

Teaching Certificate:

Do you have teacher certification in Florida? Yes No
 Year Issued: _____ Expiration Date: _____ Certification in another state? _____

- Level(s): Early Childhood Elementary Secondary
 Administration Other: _____

Specializations:

- Speak a foreign language Music Special Education Speech Therapist
- Learning Disabilities Training Other: _____

V. EDUCATIONAL WORK EXPERIENCE

List teaching experience beginning with most recent. Use an additional sheet of paper as needed.

School, City & State	Grades	Subjects taught	Dates	
School _____ City, State _____			From _____ ____/____/____	To _____ ____/____/____
School _____ City, State _____			From _____ ____/____/____	To _____ ____/____/____
School _____ City, State _____			From _____ ____/____/____	To _____ ____/____/____
School _____ City, State _____			From _____ ____/____/____	To _____ ____/____/____

VI. PROFESSIONAL WORK EXPERIENCE

List professional experience beginning with most recent. Use an additional sheet of paper as needed.

EMPLOYER & ADDRESS	POSITION	DATES	
Name _____ Address _____ City, State _____		From _____ ____/____/____	To _____ ____/____/____

Name _____ Address _____ City, State _____		From _/_/___	To _/_/___
Name _____ Address _____ City, State _____		From _/_/___	To _/_/___

VII. PERSONAL STATEMENT

On a separate sheet of paper, please state your reasons for desiring a position with The Tree House Episcopal Montessori School.

Have you ever worked for The Tree House? No Yes Dates: _____

Do you have a relative who works for The Tree House Episcopal Montessori School or who serves as a member of the Board of Trustees? No Yes

If yes, please give his/her name: _____

VIII. CREDENTIALS TO INCLUDE WITH APPLICATION

Please check enclosed items

____ Copies of all teaching and professional certificates (front and back, if appropriate)

____ Copies of all transcripts showing course work and degrees earned

____ Copies of Montessori Credential certificates

____ Personal Statement (Section VII)

____ Completed References should be sent to the school within two weeks

IX. CRIMINAL HISTORY RELEASE, VERIFICATION OF INFORMATION, ADDITIONAL REQUIREMENTS

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the references and employers listed above to give The Tree House administration any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release the company from any and all liability for any damage that may result from utilization of such information. If hired I authorize the company to obtain a criminal history report, three references, copy of diplomas and degrees within two weeks of employment. I understand and agree that omission, misrepresentation or delay in producing any of the documents shall be grounds for dismissal.

I also understand that (1) The Tree House Episcopal Montessori School has a drug and alcohol policy that provides for preemployment testing; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy.

Additionally, if you have not already done so, within 90 days of employment you must begin taking classes to fulfill the state mandated 40 hours of introductory Child Care Facility Training offered by The Florida Department of Children and Families (DCF). These classes must be conducted in your time off.

I further understand that my employment with The Tree House shall be probationary for a period of sixty (60) days, and further that at any time during the probationary period or thereafter, my employment relation with the School is terminable at will for any reason by either party.

Legal Signature of Applicant

Date

The Tree House Episcopal Montessori School is an equal opportunity employer, complying with all local, state, and federal laws. Our School is dedicated to providing a work environment free of discrimination including but not limited to race, color, creed, religion, age, sex, national origin, disability, marital or military status.