



136 Jaycee Drive, Suite 50, Johnstown, PA 15904  
(814) 262-9201

## Application for Employment

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address:

\_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email Address (if available):  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Are You a U.S. Citizen?: Yes \_\_\_\_\_ No \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date Available \_\_\_\_\_

### Educational Background:

	School or Institution and Location	Major/Minor	Diplomas, Degrees, or Credits Earned	GPA
High School*				
College/University*				
College/University*				
Graduate Study*				
Graduate Study*				

**\*Please attach a transcript from the most recent academic institution attended.**

Do you hold a **Child Development Associate (CDA)** credential?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please attach a copy of your credential along with a transcript from your training.

Do you hold a **Professional Teaching Certificate**?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please list which certificate(s) you hold, and attach a copy of your certification(s).

Do you hold an **AMS** or **AMI Certification**?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please list which certificate(s) you hold, and attach a copy of your certification(s), along with a transcript from your training.

Do you hold a certificate from any other **Montessori Training Courses**?

Yes \_\_\_\_\_ No \_\_\_\_\_

\*If yes, please list which certificate(s) you hold, and attach a copy of your certification(s), along with a transcript from your training.

Please list any professional organizations you are affiliated with:

Please list all relevant seminars, conferences, training programs, or no-credit classes you have attended in the last 3 years:

**Experience:** Please attach a resume, which includes a list of relevant work experience. Include the name, address, and telephone number of employers, name of the supervisor, as well as the title of your position and a description of your job and responsibilities. Please also include the dates of your employment and your reason for leaving.

**Clearances:** Please attach a copy of your Act 34 **Criminal Background Clearance**, Act 114 **Federal Criminal History Clearance**, and Act 151 **Child Abuse Clearance**. All clearances must be less than one year old.

\*Under PA code, as a condition of employment all individuals with regular contact with children must obtain these clearances.

**References:** Please list the names, addresses, and telephone numbers of three references (not relatives).

<b>Name</b>	<b>Address</b>	<b>Telephone #</b>
1.		
2.		
3.		

Please list any special talents, interests, or skills related to early childhood education:

"I certify that all statements made in the application are true, complete, and correct to the best of my knowledge. I authorize Richland Academy to investigate all information contained in this application and to contact previous employers and persons listed as references."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_