

# Silver Sands Montessori Charter School

## Non-Licensed Personnel Application

Website: [www.SilverSandsMCS.org](http://www.SilverSandsMCS.org)

**Instructions:** It is the policy of the charter school to provide equal opportunity with regard to all terms and conditions of employment. The charter school complies with federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, disability, veteran status, age, or any other protected characteristic.

Position Applied For: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_  
*Last First Middle*

Address: \_\_\_\_\_  
*Street City State Zip*

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

On what date would you be available for work? \_\_\_\_\_ How were you referred to our charter school? \_\_\_\_\_

Are you a former employee?  YES  NO If yes, please give dates \_\_\_\_\_

Are you legally eligible for employment in the United States? (If yes, proof is required if hired.)  YES  NO

### **EDUCATIONAL BACKGROUND**

**High School** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**College** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Graduate School** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Vocational Training/Other** \_\_\_\_\_ Location \_\_\_\_\_

Course of Study \_\_\_\_\_ Did you graduate?  Yes  No Degree or Diploma \_\_\_\_\_

**Graduate School** \_\_\_\_\_

### **SPECIAL TRAINING OR SKILLS**

Languages, machine operation, etc., that would be of benefit in the job for which you are applying.

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**WORK EXPERIENCE**

Put an X by the employer(s) you DO NOT want us to contact. List your most recent employer first.

Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yr) \_\_\_\_\_ / \_\_\_\_\_ to (mm/yr) \_\_\_\_\_ / \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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Employer \_\_\_\_\_  
Contact Name \_\_\_\_\_ Email \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yr) \_\_\_\_\_ / \_\_\_\_\_ to (mm/yr) \_\_\_\_\_ / \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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Address \_\_\_\_\_ Phone \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Dates employed: from (mm/yr) \_\_\_\_\_ / \_\_\_\_\_ to (mm/yr) \_\_\_\_\_ / \_\_\_\_\_  
Work Performed \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_

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Explain any gaps in your employment, other than those due to personal illness, injury or disability.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

List names and telephone numbers of three business/work references who are **not** related to you

Name	Title	Telephone	E-Mail	Years Known

**CRIMINAL RECORD**

At the time of employment your fingerprints will be researched by local, state, and federal law enforcement agencies. Your employment with the charter school is temporary and probationary pending successful processing of your fingerprints. Sealed or expunged records must be revealed unless the records were expunged or sealed by court order in Nevada. Your omission of any criminal history will result in your immediate termination. The following questions must be answered truthfully:

- 1. Are you able to perform the essential tasks of the job for which you are applying? Yes  No
- 2. Have you ever been convicted of an offense other than a minor traffic violation? (DUI and DWI convictions are not minor and must be reported) Yes  No
- 3. Have you ever been arrested for a felony? Yes  No
- 4. Have you ever been charged with a felony? Yes  No
- 5. Have you ever been convicted of a felony? Yes  No
- 6. Have you ever been arrested (even if no contest or charges dropped or pled down) for a sex related offense? Yes  No
- 7. Have you ever been charged (even if no contest or charges dropped or pled down) with a sex related offense? Yes  No
- 8. Have you ever been convicted (even if no contest or charges dropped or pled down) of a sex related offense? Yes  No
- 9. Have you ever been arrested (even if no contest or charges dropped or pled down) for a drug related offense? Yes  No
- 10. Have you ever been charged (even if no contest or charges dropped or pled down) with a drug related offense? Yes  No
- 11. Have you ever been convicted (even if no contest or charges dropped or pled down) of a drug related offense? Yes  No
- 12. Have you ever been arrested for an act of violence, including domestic violence? Yes  No
- 13. Have you ever been charged with an act of violence, including domestic violence? Yes  No
- 14. Have you ever been convicted of an act of violence, including domestic violence? Yes  No

**If you answered YES to any of the questions, you must direct a confidential letter to the human resources division, explaining the situation. Please include copies of any arrest records(s), and any court disposition documents. NOTE: existence of a criminal record does not constitute an automatic bar to employment.**

**I HEREBY CERTIFY** that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact will be sufficient grounds for rejection of my application or my removal from employment. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence locations for the past five years, military service and conviction records. I authorize my present and previous employers and listed references to release to Silver Sands Montessori Charter School (SSMCS) any information they may have regarding my character, background, or my employment record I understand that employment with the SSMCS requires the approval of the School Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REVIEW YOUR APPLICATION FOR COMPLETENESS AND ACCURACY.**