



APPLICATION FOR EMPLOYMENT

For employment consideration, please email, scan or mail this application, your resume and Montessori certification/diploma (if applicable) to HDSheadofschool@gmail.com, or Harmony Day School, 2312 Remington Way, #4310, Lexington, KY 40511.

Applications for Employment are accepted throughout the year and dated by date received. They are kept on file for one full calendar year.

We expect all staff and substitute teachers to commit to the full academic school year to provide consistency and stability for our students and school community

We operate on a traditional mid-August to mid-May calendar. Occasionally we have activities, open houses, staff meetings or classroom reassembly that fall on weeknights or weekends and these require full staff participation. These are mandatory and you will be provided as much advanced notice of these as possible.

Assistants to the Classroom Guide and the Afterschool Coordinator are expected to attend a Montessori online training before starting in the classroom. This training is completely online and ½ of the cost will be paid up front by Harmony Day School. You will be expected to invest the remaining ½ cost of training. Should your contract with Harmony be extended for a second academic school year, your investment of ½ of the course costs will be reimbursed with your final paycheck for that school year. Should you resign or your employment at HDMS be terminated at any time during your first year, you will be expected to reimburse the school all costs for training.

By signing below, I am acknowledging the expectations set forth above regarding employment at Harmony Day Montessori School.

Signature of parent/guardian

Print Name

Date

Please complete the application in your own handwriting. Attach additional pages as necessary.

First Name	Last Name	Social Security #
Full Address:	Cell Number	
Email Address		
Do you hold a Montessori Certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what organization? <input type="checkbox"/> AMS <input type="checkbox"/> AMI <input type="checkbox"/> Other:

<u>What age level?</u> <input type="checkbox"/> Infant/Toddler <input type="checkbox"/> 3-6 <input type="checkbox"/> 6-9 <input type="checkbox"/> 9-12	Pay Expectations:
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PROFESSIONAL & PERSONAL REFERENCES

Please list four references (at least two must be professional and none may include family members). If you have worked in early childhood education previously, you must include the administrators from those facilities as professional references below.

Name of Reference	Title	Cell Phone	Email Address

List any special skills, preparation, training or areas of expertise. Please include such areas as classical studies, travel within the US, international travel, foreign language, music, art, etc. Attach additional pages as necessary.

Are you able to lift at least 50 lbs.? Yes No

Do you suffer from any intellectual, emotional or physical limitation that would prohibit you from successfully performing any assigned duties in the job for which you are applying?

Yes No

If yes, please elaborate below:

By signing below, I am stating that all information contained in this Employment Application is truthful.

Signature of parent/guardian

Print Name

Date

Harmony Day Montessori School, Inc. values a diverse community and complies with all applicable laws regarding nondiscrimination.