



## **APPLICATION FOR EMPLOYMENT**

*(Download the application and fill in the fields. Once completed, save it to your computer and email it to careers@richmont.org.)*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Present Position: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

When could you begin? \_\_\_\_\_

Reason for leaving present position: \_\_\_\_\_

**EDUCATION:**

Name and Location of School	Dates of Attendance	Diploma, Degree or Certificate

Branch of the Military? \_\_\_\_\_ Years/Months: \_\_\_\_\_ Rank: \_\_\_\_\_

Any other certificates or credentials? \_\_\_\_\_

Are you fluent in any foreign languages? \_\_\_\_\_

**PREVIOUS WORK EXPERIENCE:**

Name of Employer	Position	Telephone No.	Dates of Employment	Immediate Supervisor

It is the policy of Richmond Montessori School to contact the most recent or present employer. May we contact your current employer at this time? YES [  ] NO [  ] If no, please explain: \_\_\_\_\_

**REFERENCES:** Attach any letters of reference you might have.

Name	Address and Telephone Number	Occupation

**Please attach an explanation to any "yes" response for the following questions. All employees must be fingerprinted.**

1. Have you ever been convicted of a violation of law other than minor traffic offenses? YES [ ] NO [ ]
2. Have you ever been convicted of any offense involving the sexual molestation, physical, or sexual abuse or rape of a child?  
YES [ ] NO [ ]
3. Are you aware of any physical limitations you may have which would limit your ability to perform the necessary duties of the position for which you are applying? YES [ ] NO [ ]

**ALL APPLICANTS:**

My signature below authorizes Richmond Montessori School to conduct a background investigation and authorizes release of information in connection with my application for employment. This investigation may include information as to criminal or civil convictions, driving records, previous employers and educational institutions, personal references, professional references, and other appropriate sources. I waive my right of access to any such information, and without limitations hereby release Richmond Montessori School and the reference source from any liability in connection with its release or use. This release includes the sources cited above and specific examples as follows: the local Sheriff, information from the Central Criminal Records Exchange on either data on all criminal convictions or certification that no data on criminal convictions is maintained, information from the Virginia or other State Department of Social Services Child Protective Services Unit and any Locality to which they may refer for release of information pertaining to any findings of child abuse or neglect investigations involving me.

Furthermore, I certify that I have made true, correct, and complete answers and statements on this application in the knowledge that they may be relied upon in considering my application. I understand that any omission, falsely answered statement made me by on this application, or any supplement to it will be sufficient grounds for failure to employ or for my discharge should I become employed by Richmond Montessori School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The electronic signature above and its related fields are treated by Richmond Montessori School as a physical handwritten signature on a paper form.*

*RMS is dedicated to equal employment opportunity. It has been and will continue to be the policy of RMS to be fair and impartial in all of its relations with its employees and applicants for employment, and to base all employment-related decisions upon valid job-related factors, without regard to race, sex, gender, gender identity, national origin, color, disability, age, sexual orientation, veteran status, marital status, religion, or any other status protected by law. This policy applies to all policies and procedures relating to recruitment, hiring, training, placement, selection, promotion, transfer, compensation, benefits, layoff and recall, termination, working conditions and disciplinary measures.*

**When completed, download this application and email it to [careers@richmont.org](mailto:careers@richmont.org).**