



## HIGH DESERT MONTESSORI EMPLOYMENT OPPORTUNITIES

High Desert Montessori Charter School is a dynamic and vibrant organization with 42 employees. Positions range from school administrators, teachers (Infant/Toddler, PK Kindergarten and 1<sup>st</sup> through 9<sup>th</sup> grade), teaching assistants, administrative support and substitute teachers.

*Openings for our 2017/2018 School Year:*

- We are currently looking for the following Teacher Assistants:
  - 2 Infant/Toddler Assistants (6 Months to 3 Year old) PT
  - 2 Primary Assistants (PK-3, PK-4, Kindergarten) PT/FT
  - 1 Lower Elementary Assistant (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> grade) FT
  
- We do have an on-going need for substitute teachers. Short and long term positions are available and we encourage you to contact our Human Resources Dept. to add your name to our list. The email address is listed below.

All applicants must provide a letter of interest, resume and 2 letters of recommendations. Please contact Sherrie Jordan at 775-624-2800 ext. 1110 or email [sherrie@hdmsreno.com](mailto:sherrie@hdmsreno.com) for inquiries.

Employment applications are attached to this notice

# HIGH DESERT MONTESSORI SCHOOL

2590 Orovada Street  
Reno, NV 89512

(775) 624-2800  
(775) 624-2801 fax



## Employment Application

### APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	ZIP	
Phone	E-mail Address		
Date Available	Desired Salary	Availability (PT, FT)	
Position Applied for			
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain

### EDUCATION

### NV TEACHING LICENSE #

High School	Address		
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
College	Address		
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree
Other	Address		
From	To	Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/>	Degree

### REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

## **EMPLOYEE AND APPLICANT DRUG TESTING PROGRAM NOTICE and APPLICANT CONDITIONAL PRE-PLACEMENT TESTING REQUIREMENT**

High Desert Montessori School has a vital interest in maintaining safe, healthful and efficient working conditions for its employees, students and the public. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks not only for the user, but to the public and all those who work with the user. The possession, use or sale of an illegal drug or controlled substance may also pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to **Pre-Placement Drug Testing** and **Drug and Alcohol Testing** during Employment according to the Drug & Alcohol and Chemical Dependency Policy which is contained within the Staff Handbook online [www.highdesertmontessorischool.com](http://www.highdesertmontessorischool.com) or a hard copy is available from HR in the Office or by e-mail.

Applicant/employee hereby acknowledges by signing below that he or she has reviewed and understands the provisions contained therein, and further understands and agrees to release High Desert Montessori School and its directors, officers, agents, employees, parents, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kind and nature arising out of, or resulting from, or in connection with, submitting to drug and alcohol testing, and any decision concerning employment made by High Desert Montessori School in whole or in part, based upon the results of drug and alcohol testing:

**By completing and signing this Notice as an Applicant or Employee, I understand and agree to submit to drug and alcohol testing prior to, and, for reasonable suspicion, during the course of employment, as provided for in High Desert Montessori School's Drug & Alcohol and Chemical Dependency Policy and agree to abide by its conditions and consequences.**

I understand and agree that if I am applying for employment at HDMS, the continuation of employment is conditional upon the results of my pre-placement drug test being **negative** in accordance with the Drug & Alcohol and Chemical Dependency Policy of the school.

I understand that **I must take the pre-placement drug test before beginning work** for High Desert Montessori School. I further understand that in consideration of my agreement, as set forth, I may be allowed to commence employment by High Desert Montessori School **prior to receipt** of drug test results.

I understand and agree that submission of an altered or adulterated specimen or the substitution of a specimen, by an applicant will result in a withdrawal of the employment offer. Submission of an altered or adulterated specimen or the substitution of a specimen, by an employee will be treated as a violation of the Drug & Alcohol and Chemical Dependency Policy and subject to consequences described in the Policy.

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Applicant/Employee Signature

Date

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Applicant/Employee Full Name, Printed

**ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT WITH HIGH DESERT MONTESSORI SCHOOL.**



**CIVIL APPLICANT WAIVER**

In consideration for processing my application I, the undersigned, whose name and signature voluntarily appears below; do hereby and irrevocably agree to the following:

1. I hereby authorize (enter name of requesting agency) High Desert Montessori School, to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing Nevada and National criminal history records that may pertain to me. In giving this authorization, I expressly understand that the information may include information pertaining to notations of arrest, detentions, indictments, information or other charges for which the final court disposition is pending or is unknown to the above referenced agency. For records containing final court disposition information, I understand that the release may include information pertaining to dismissals, acquittals, convictions, sentences, correctional supervision information and information concerning the status of my parole or probation when applicable. Further, I understand that the information may include similar information obtained from other local, state and federal criminal justice agencies and may include information pertaining to convicted person data, outstanding arrest warrants, missing persons.
2. In giving the above authorization, I understand that all information provided to the requesting agency may be reviewed by the requesting agency or any other employee within the requesting agency's organization deemed necessary to make an informed decision. This information is confidential, as relating to a third party beyond that of the requesting agency's company and/or its subsidiary company(s) and of criminal justice agencies in the performance of their official duties, and may not be further disseminated. (Please initial)
3. I understand that I may review and challenge the accuracy of any and all criminal history records which are returned to the requesting agency, and that the proper forms and procedures will be furnished to me by the Nevada Department of Public Safety Records Bureau upon request.
4. I hereby release from liability and promise to hold harmless under any and all causes of legal action, the State of Nevada, its officer(s), agent(s) and/or employee(s) who conducted my criminal history records search and provided information to the requesting agency for any statement(s), omission(s), or infringement(s) upon my current legal rights. I further release and promise to hold harmless and covenant not to sue any persons, firms, institutions or agencies providing such information to the State of Nevada on the basis of their disclosures. I have signed this release voluntarily and of my own free will.

A reproduction of this authorization for release of information by photocopy, facsimile or similar process, shall for all purposes be as valid as the original.

Applicant's Name: \_\_\_\_\_

(PLEASE PRINT LAST, FIRST, MIDDLE)

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

Applicant's Signature: \_\_\_\_\_

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

Requesting agency: High Desert Montessori School (Public Charter)

Address: 2590 Orovada St., Reno, NV 89512

Agency representative: \_\_\_\_\_

(PLEASE PRINT LAST, FIRST, MIDDLE)

Agency representative's Signature: \_\_\_\_\_

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

**HIGH DESERT MONTESSORI SCHOOL DRUG AND ALCOHOL POLICY: DRUG TESTING PROGRAM NOTICE TO APPLICANTS**

High Desert Montessori School has a vital interest in maintaining safe, healthful and efficient working conditions for its customers and employees. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks not only for the user, but to the public and all those who work with the user. The possession, use or sale of an illegal drug or controlled substance may also pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to **Pre-Placement Drug Testing** and **Drug and Alcohol Testing** during Employment. By completing and signing this Notice and an accompanying Application for Employment, the applicant understands and **agrees to submit to drug and alcohol testing during the course of employment** as provided for in High Desert Montessori School's Drug and Alcohol Policy. The applicant further understands and agrees to release High Desert Montessori School and its directors, officers, agents, employees, parents, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kind and nature arising out of, or resulting from, or in connection with, submitting to drug and alcohol testing, and any decision concerning employment made by High Desert Montessori School in whole or in part, based upon the results of drug and alcohol testing.

Submission of an altered or adulterated specimen or the substitution of a specimen, by the applicant will result in a withdrawal of the employment offer.

**ANY APPLICANT WHO IS UNWILLING TO AGREE TO THESE CONDITIONS SHOULD NOT APPLY FOR EMPLOYMENT WITH HIGH DESERT MONTESSORI SCHOOL.**

**APPLICANT CONDITIONAL PRE-PLACEMENT TESTING REQUIREMENT**

I understand that **I must take the pre-placement drug test before beginning work** for High Desert Montessori School. I further understand that in consideration of my agreement, as set forth, I am being allowed to commence employment by High Desert Montessori School **prior to receipt** of drug test results. I understand and agree that a positive, adulterated or substituted test will result in my immediate termination from employment with High Desert Montessori School.

I, \_\_\_\_\_, understand and agree that I am commencing employment, the continuation of which is conditional upon the results of my pre-placement drug test being **negative** in accordance with High Desert Montessori School's Drug and Alcohol Policy.

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Applicant's Signature

Date

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Applicant's Full Name, Printed