



HIGH DESERT MONTESSORI EMPLOYMENT OPPORTUNITIES

High Desert Montessori Charter School is a dynamic and vibrant organization with 45 employees. Positions range from school administrators, teachers (Infant/Toddler, PK, Kindergarten and 1st thru 9th grade), teaching assistants, administrative support and substitute teachers.

Job openings as of Nov. 1, 2017:

- **Academic Secretary / Enrollment Registrar**
 - We will be interviewing qualified candidates for the Academic Secretary / Registrar position. Ideal candidate with have a working knowledge of Infinite Campus and experience dealing with clerical duties associated with this position. A complete job description is available at our Administrative Office. (2005 Silverada Blvd. Suite 350 Reno, NV)
 - This is a full-time position with PERS and Health benefits.

Submission deadline is Nov. 15, 2017

All applicants must provide a letter of interest, resume and 2 letters of recommendations. Please contact Sherrie Jordan at 775-624-2800 ext. 6 or email 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	

PREVIOUS EMPLOYMENT (BEGIN WITH MOST RECENT)

Company _____ Phone () _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone () _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO

Company _____ Phone () _____

Address _____ Supervisor _____

Job Title _____ Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

From _____ To _____ Reason for Leaving _____

May we contact your previous supervisor for a reference? YES NO **ADDITIONAL EXPERIENCE OR QUALIFICATIONS**

Skills, Experience, Hobbies _____

Prior Military Service _____

Is there anything that would interfere with your regular attendance and punctuality? _____

DISCLAIMER AND SIGNATURE

I certify that all answers given by me are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

It is the policy of the company to afford equal opportunity to all employees and applicants without regard to age, race, religion, color, sex, national origin, marital status, expunged juvenile records, or pregnancy, and to offer equal opportunities to disabled veterans, veterans of the Vietnam era, and individuals with a disability, and any other characteristic protected by Federal, State or Local law.

If hired, I agree to abide by all of the school rules and regulations and understand that, if employed, my employment maybe terminated with or without cause, and with or without notice, at any time, at the option of wither the school or me.

I acknowledge that I have read and understand the above statements and herby grant permission to confirm the information supplied.

Signature _____

Date _____

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 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.

Applicant/Employee Signature

Date

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.**



FINGERPRINT BACKGROUND WAIVER

As an applicant who is the subject of a Federal Bureau of Investigation (FBI) fingerprint-based criminal history record check for a noncriminal justice purpose you have certain rights which are discussed below.

1. You must be notified by (enter name of requesting agency) High Desert Montessori Charter School that your fingerprints will be used to check the criminal history records of the FBI and the State of Nevada.

2. If you have a criminal history record, the officials making a determination of your suitability for the job, license or other benefit for which you are applying must provide you the opportunity to complete or challenge the accuracy of the information in the record. You may review and challenge the accuracy of any and all criminal history records which are returned to the submitting agency. The proper forms and procedures will be furnished to you by the Nevada Department of Public Safety, Records Bureau upon request. If you decide to challenge the accuracy or completeness of your FBI criminal history record, Title 28 of the Code of Federal Regulations Section 16.34 provides for the proper procedure to do so:

16.34 - Procedure to obtain change, correction or updating of identification records.

If, after reviewing his/her identification record, the subject thereof believes that it is incorrect or incomplete in any respect and wishes changes, corrections or updating of the alleged deficiency, he/she should make application directly to the agency which contributed the questioned information. The subject of a record may also direct his/her challenge as to the accuracy or completeness of any entry on his/her record to the FBI, Criminal Justice Information Services (CJIS) Division ATTN: SCU, Mod. D-2, 1000 Custer Hollow Road, Clarksburg, WV 26306. The FBI will then forward the challenge to the agency which submitted the data requesting that agency to verify or correct the challenged entry. Upon the receipt of an official communication directly from the agency which contributed the original information, the FBI CJIS Division will make any changes necessary in accordance with the information supplied by that agency.

3. Based on 28 CFR § 50.12 (b), officials making such determinations should not deny the license or employment based on information in the record until the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

4. You have the right to expect that officials receiving the results of the fingerprint-based criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of federal or state statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

5. I hereby authorize (enter name of requesting agency) High Desert Montessori Charter School to submit a set of my fingerprints to the Nevada Department Public Safety, Records Bureau for the purpose of accessing and reviewing State of Nevada and FBI criminal history records that may pertain to me.

In giving this authorization, I expressly understand that the records 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.