



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 1st through 9th grade), teaching assistants, administrative support and substitute teachers.

Job Openings as of May 2017:

- We are looking for a Director of our Infant/Toddler Program
Qualifications are as follows:
 - Overall day-to-day operations of the school
 - Promoting the Montessori Method to prospective parents
 - Overseeing the Montessori curriculum
 - Supervising staff; managing staff schedules
 - Maintaining students and enrollment
 - Ensuring school meets all standards set by licensing, Social Services and QRIS
 - Addressing parents' needs
 - Maintaining a safe, beautiful and orderly classroom environment

Applications are being accepted through Friday, May 12th.

All applicants must provide a letter of interest and a resume. Please contact Sherrie Jordan at 775-624-2800 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?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
College	Address		
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	
Other	Address		
From	To	Did you graduate?	Degree
		YES <input type="checkbox"/> NO <input type="checkbox"/>	

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 <input type="checkbox"/> NO <input type="checkbox"/>			

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 <input type="checkbox"/> NO <input type="checkbox"/>			

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 <input type="checkbox"/> NO <input type="checkbox"/>			

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



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, detainments, 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 Crovada 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.

Applicant's Signature

Date

Applicant's Full Name, Printed