



PLEASE COMPLETE ENTIRE APPLICATION TO ENSURE PROCESSING. YOU MAY ATTACH A DETAILED RESUME, BUT RESUMES ARE NOT A SUBSTITUTE FOR A COMPLETED APPLICATION.

**PERSONAL INFORMATION (Please Print):**

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Surname \_\_\_\_\_ First Name \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Application \_\_\_\_\_

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Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ Are you at least 18 years of age? Yes No  
 Home Phone Number Cell Phone Number

Were you referred by anyone? \_\_\_\_\_ How did you hear about Bloom? \_\_\_\_\_

**EMPLOYMENT DESIRED: (Check All That Apply)**

Position/s Desired:  Montessori Directress/Guide  Montessori Assistant  Before/After Care  Substitute  Training Intern  
 Special Needs Paraprofessional  Chef de Cuisine  Administrative Assistant  Other \_\_\_\_\_

If Your Desired Position is Not Available At This Time, Are You Interested In Working As a Substitute? Yes No

Bloom! Montessori provides occasional weekend childcare for parent's date nights and school events.  
 Are you able to commit to work one Friday/weekend night or more each month? Yes No \_\_\_\_\_

\$ \_\_\_\_\_ Are you able to work overtime? \_\_\_\_\_  
 Salary Desired Date You Can Start

**SCHEDULE:** Specify the hours (beginning and ending times) you are available to work each day of the week. Our staff generally works between 7am and 6pm M-F.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Are you legally eligible for employment in the United States? Yes No  
 All new hires will be required to submit documentation to comply with I-9 requirements.

Have you been convicted of a crime in the last seven (7) years? Yes No  
 If Yes, list convictions that are a matter of public record (arrests are not convictions). A conviction will not necessarily disqualify you from employment.

**EDUCATION:**

SCHOOL	NAME OF SCHOOL	ADDRESS OF SCHOOL	DID YOU GRADUATE?	SUBJECTS STUDIED/ DIPLOMA RECEIVED
High School			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/University			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Montessori Training Center			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> AMI <input type="checkbox"/> AMS
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No	

All New Hires Are Required To Submit Original Transcripts As Proof Of Their Educational Experience.  
**MONTESSORI CREDENTIALS:** These are *not* a requirement of all positions.

Bloom! Montessori, LLC is an equal opportunity employer, committed to hiring a diverse workforce and dedicated to a policy of non-discrimination in employment on any basis- including race, color, age, sex, religion, national origin, the presence of mental, physical, or sensory disability, sexual orientation, or any other basis prohibited by law.

**Do You Possess a Montessori Credential?** Yes No In-Progress **For What Age?** Assistants to Infancy Primary Elem  
**Training Center & Date of Completion:** \_\_\_\_\_ **Type of Credential:** AMI AMS

**GROUP LEADER QUALIFICATIONS:** These are *not* a requirement of all positions.

**Do You Possess a Colorado Group Leader Qualification?** Yes No **What Level of Qualification?** \_\_\_\_\_  
**Date you received your qualification :** \_\_\_\_/\_\_\_\_/\_\_\_\_. **Date on which qualification expires:** \_\_\_\_/\_\_\_\_/\_\_\_\_.  
 If required for your position, you will be required to submit proof of Group Leader Qualifications prior to your first day of work.

**ADDITIONAL STATE LICENSING QUALIFICATIONS:** All Bloom! Montessori employees are required to have or to obtain current certifications in CPR, First Aid, Medication Administration, and Universal Precautions. All new hires are required to submit original certificates for each course *prior to their first day of employment*. If you are hired and do not have the requisite certifications, a schedule of courses will be provided to you. This includes substitute teachers.

LICENSING COURSE	DO YOU HAVE PROOF OF CURRENT CERTIFICATION?	DATE OF COURSE?	DATE CERTIFICATION EXPIRES
CPR	<input type="checkbox"/> Yes <input type="checkbox"/> No		
FIRST AID	<input type="checkbox"/> Yes <input type="checkbox"/> No		
MEDICATION ADMINIST.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
UNIV. PRECAUTIONS	<input type="checkbox"/> Yes <input type="checkbox"/> No		

**BLOOM! MONTESSORI POLICIES:**

**1. DRESS CODE**

Bloom! Montessori maintains a formal business environment. Our formal dress code allows our employees to enhance their effectiveness by dressing in a manner that is consistent with being highly skilled, successful professionals who have excelled in their chosen professions and are at the cutting edge of the private education industry. Please read over the dress code sections which pertain to the position for which you are applying.

**Have you read and are you able to comply with the dress code pertaining to the position for which you are applying?** Yes No

**2. TOBACCO FREE WORKPLACE**

In children, exposure to both cigarette smoke and cigarette smokers has been proven to be dangerous. Studies show that exposure to cigarette smoke can result in a higher rate of illness (including sore throats and ear infections), cause up to 250,000 new cases of asthma each year, trigger asthmatic episodes, result in death from SIDS, and result in permanent decreases in lung function. These dangers are not limited to exposure to second hand smoke; a January 2009 study on so-called "Third Hand Smoke" performed at the Massachusetts General Hospital for Children and published in *Pediatrics* shows that an invisible and toxic brew of heavy metals, carcinogens, and radioactive chemicals cling to the hair and clothing of smokers hours later and can be passed and ingested by children through casual contact in child care settings.

For the health of our staff and students, and to set a positive example for our students, Bloom! Montessori is committed to hiring non-smokers and maintaining a smoke-free work place. Bloom! Montessori is an entirely smoke free workplace. We believe that a healthy environment is a child's right and certify to our clients that their children are placed with non-smoking professionals to eliminate the dangers of "Third Hand Smoke". The use or storage of all tobacco products, including chewing tobacco, is prohibited in all areas and on all school property. Failure to comply with this policy will result in disciplinary action, up to and including termination.

**Do you smoke?** Yes No **Are you able to comply with this no-tobacco policy?** Yes No

**3. PHYSICAL QUALIFICATIONS**

All positions at Bloom! may require having to lift and maneuver small children and boxes which weigh 50 pounds or more. Lifting requires the ability to lift children up to seven years of age on an ongoing basis. Assisting with toilet training is also required. Physical dexterity to work with small children or kitchen equipment, including stooping, kneeling, crouching, squatting, reaching, grasping, standing, lifting, climbing, walking, sweeping, raking, shoveling, and running quickly. Positions require regular attendance and the ability to stand and sit for long periods of time. Work will be performed in both inside and outside environments. Please request a copy of the Physical Description of the position you are applying for if you have additional questions.

**Are you able and willing to perform the essential job duties for the position you are applying for, with or without reasonable accommodation?** Yes No

**4. TIME COMMITMENT**

Employment at Bloom! Montessori requires an extensive time commitment. Employment may require preparation time before and/or after school hours (generally two hours for kitchen staff and one hour for teaching staff); additionally, attendance at staff meetings, parent/teacher conferences, staff trainings, school fundraisers, parent information meetings, new student comfort tours, and other events outside of the normal school schedule and the normal school calendar are required.

**Are you willing to work these hours and able to commit to attendance at these events?** Yes No

**5. OTHER JOB FUNCTIONS**

The cleanliness and maintenance of our facility is very important to us. We require employees to "clean as you go" and to maintain a neat and orderly environment. This includes sweeping and mopping floors, cleaning bathrooms, dusting, cleaning windows, washing dishes, cleaning laundry, emptying trash, and other tasks as directed by the Head of School.

**Are you willing to perform these job functions?** Yes No

**1) Please explain your understanding of Maria Montessori's philosophy of education (attach additional pages if necessary):**

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2) Why are you interested in working for Bloom! Montessori (attach additional pages if necessary):

3) How did you become interested in Montessori education and what are your career aspirations?

**REFERENCES: Give the name of three professional references (unrelated to you) that you have known for at least one year.**

Name	Business and Position	Phone Number	How long have you known and how do you know this person?

**ADDITIONAL JOB SKILLS/INTERESTS/HOBBIES : We want to get to know you!** List any additional skills or competencies you have that may enrich the school environment and explain how you would utilize them in the context of our program (foreign languages spoken, sewing ability, musical instruments you play, yoga, computer skills, gardening, meditation, cooking, etc):

**WORK/VOLUNTEER/LIFE EXPERIENCE:** *Please complete even if you are attaching a resume! List your current and last two employers, beginning with the most recent.*

<b>CURRENT:</b>			
Start Date	End Date	Name of Employer	Type of Business
Street Address		City	State      Zip Code
Position		\$ Salary	Reason For Leaving
Supervisor's Name		(      )	Supervisor's Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties Performed: _____	
<b>PREVIOUS (MOST RECENT):</b>			
Start Date	End Date	Name of Employer	Type of Business
Street Address		City	State      Zip Code
Position		\$ Salary	Reason For Leaving
Supervisor's Name		(      )	Supervisor's Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties Performed: _____	
<b>PREVIOUS (LEAST RECENT):</b>			
Start Date	End Date	Name of Employer	Type of Business
Street Address		City	State      Zip Code
Position		\$ Salary	Reason For Leaving
Supervisor's Name		(      )	Supervisor's Phone Number
May We Contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		Duties Performed: _____	

I understand that my employment is at will, which means that it is for no specified period and may be terminated by me or by Bloom! Montessori, LLC at any time without prior notice for any reason. I hereby authorize Bloom! Montessori, LLC to thoroughly investigate my background, references, education, employment record, and any other matters related to my suitability for employment. I authorize persons, schools, my current and/or previous employment and I release all persons, schools, employers, and organizations contacted by Bloom! Montessori, LLC to provide any relevant information regarding my current and/or previous employment and I release all schools, persons, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that proof of US citizenship or lawful right to work in the US, original transcripts proving education, proof of group leader qualifications or requisite child development credentials, submission of fingerprints for state licensing requirements, a background check by the Colorado Bureau of Investigation, proof of completion of CPR, First Aid, Medication Administration, and Universal Precautions, and additional training, background checking, and verification of my credentials by Bloom! Montessori, LLC are conditions of employment. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of Bloom! Montessori, LLC. I understand that nothing contained in this application, or conveyed during any interview which may be granted, is intended to create an employment contract. I understand that filling out this application does not indicate there is a position available and does not obligate Bloom! Montessori, LLC to hire or interview me.

\_\_\_\_\_  
Signature Date

**Mail Completed Application To: Bloom! Montessori, LLC at 701 James Street Longmont, CO 80501**  
Completed applications are kept on file for twelve months.

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