



Alphabet Academy

6355 Beechtree Dr. * West Des Moines, IA 50266 * (515) 223-1387 * (515) 225-2203 FAX * www.AlphabetAcademyWDM.com

EMPLOYMENT APPLICATION

Name: _____

Address: _____

Phone: _____ Email: _____

Best way to contact me is: Phone Email Are you under 18 years of age? Yes No

Are you a student? Yes No Are you a U.S. Citizen or have work authorization? Yes No

Position:

Position applying for: Lead Teacher Co-Teacher Teacher Assistant(under 18) Kitchen

Employment desired: Full-Time (30+ hours/week) Part-Time (29 or less hours/week)

Available start date: _____ Desired hourly rate: _____

Days and hours available to work: _____

Certifications (Please mark the certifications currently held):

- Infant/Child First Aid Expiration Date: _____ (month/year)
- Infant/Child CPR Expiration Date: _____ (month/year)
- Universal Precautions Expiration Date: _____ (month/year)
- Mandatory Reporting of Child Abuse Expiration Date: _____ (month/year)
- Childcare Essentials Date course was taken: _____(month/year)
- Medication Administration Expiration Date: _____ (month/year)
- SafeServ Expiration Date: _____ (month/year)
- Montessori Teacher Certification Issuing Institution: _____

Work History:

Employer:	
Employment Dates:	to
Job Title:	
Reason for leaving:	
Are you eligible for rehire?	

Employer:	
Employment Dates:	to
Job Title:	
Reason for leaving:	
Are you eligible for rehire?	

Employer:	
Employment Dates:	to
Job Title:	
Reason for leaving:	
Are you eligible for rehire?	

Employer:	
Employment Dates:	to
Job Title:	
Reason for leaving:	
Are you eligible for rehire?	

References:

Name	Relationship	Phone

Survey Questions:

1. Discuss your previous experience in working in a Montessori childcare or school. If you do not have previous experience, please explain why you are interested in working in a Montessori environment.

2. What part(s) of being an Early Childhood educator gives you the most satisfaction?

3. What part(s) of being an Early Childhood educator are the most difficult for you?

4. What qualities do you possess that would be beneficial in working in a Montessori childcare/day school?

5. If you were to operate your own program, what high-quality elements would you be sure to include?

6. Please discuss what influences your desire to work with young children. (i.e. Why, mentor, experience)

7. What is the relationship between customer service and childcare?

8. Do you feel you can play with a child too much or give them too much love? Please discuss.

9. How do you know when classroom strategies are effective?

10. Professionally, what skills would you like to learn or develop?

In accordance with Iowa DHS guidelines, Alphabet Academy requires a DHS approval via Iowa Criminal History and Sex Offender background check before a job offer is presented. All employment is subject to compliance with Iowa DHS regulations.

Signature: _____ Date: _____