

EMPLOYMENT FORM

Position Information

Position Applied For: (Please check one)

- Principal / Head of School
- Montessori Coordinator
- Montessori Administrator
- Lead Teacher/Directress
- Assistant Teacher

- Helper Teacher
- Intern
- Specialist (e.g., Art, Music, Quran)
- Other: _____

How did you learn about this position?

- Social media: _____
- Newspaper: _____
- Referral: _____
- Other: _____

Earliest Date to Start: _____

Employment Type: [] Permanent [] Visiting

Expected Salary/Range: _____

How would you manage to come:
[] Public Transport [] Owned [] Other

Section 1: Personal Information

Full Legal Name: _____ CNIC# _____

Address: _____

Phone (Primary): _____ Phone (Secondary): _____

Email Address: _____ D.O.B: _____

Kindly ensure that you provide your current and active contact number and email address. In the event you are shortlisted for a demo or interview, all communication will be made through the contact details you have shared.

Section 2: Montessori Credentials & Education

A. Montessori Certification (Please check all that apply)

Certification Institute (e.g., AMI, LMI, etc)	Certificate	Year of Completion

B. Formal Education (Please list highest degree first)

Formal Education (Please list highest degree first)	Degree/Certificate	Year of Completion

C. Other Relevant Certifications (e.g., Ms. Office, Art, First Aid, CPR, Safeguarding/Child Protection)

Institute	Certificate	Year of Completion



Date: _____

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Section 3: Professional Experience

Current/Most Recent Position

Contact Person:

School/Center Name:	
Dates of Employment:	to
Your Title:	
Age Group you worked with:	Class:
Key Responsibilities & Achievements:	
Reason for Leaving:	Salary:

Experience letter available: [] Yes [] No

Previous Position

Contact Person:

School/Center Name:	
Dates of Employment:	to
Your Title:	
Age Group you worked with:	Class:
Key Responsibilities & Achievements:	
Reason for Leaving:	Salary:

Experience letter available: [] Yes [] No

Section 4: Montessori Philosophy & Approach (Applicable on Montessori Directress/Assistant)

1. Please describe your understanding of the Montessori philosophy.

2. How do you prepare and maintain a Montessori environment to support independence and discovery?

3. Describe your approach to grace and courtesy and conflict resolution among children.

Section 5: References

Please list two professional references, preferably from the field of education.

Name:	Relationship:
Email:	Phone:

Name:	Relationship:
Email:	Phone:



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Other Information

Do you have any siblings or relatives presently enrolled in our montessori? [YES] [NO]

Have you ever applied before? [YES] [NO] If yes when _____

Languages	Ability to Write			Ability to Read			Ability to Speak		
	Very Good	Good	Weak	Very Good	Good	Weak	Very Good	Good	Weak
English									
Urdu									

Health Affidavit

Do you have any mental or physiological disorder? _____

Do you have any physical disability ? _____

Are you suffering from any communicable disease? _____

Applicant Certification

I certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that any false statements, omissions, or misrepresentations may result in disqualification from consideration for employment or dismissal if employed.

I authorize Greenhouse Montessori to contact references and conduct background checks as deemed necessary for the employment process.

Name: _____

Signature:

Thank you for your interest in joining our Montessori.

We believe in the potential of every child and seek educators who share that passion. Your application will be reviewed carefully.

For Office Use Only:

Demo Days:_____

Probation Period:_____

Probation Salary:_____

After Probation Salary:_____

Remarks:_____

Affix

1.5 " X 1.5 "

Colour photograph

In white background

Enclosed: [] Resume' [] CNIC Copy [] Photograph [] Educational Documents



Write Aa to Zz and Write one sentence in cursive and print writing

Write numbers 1 to 10

حروف تہجی لکھنے

