



Clementine Montessori School

About Clementine

How did you learn about Clementine Montessori School and this position? What were the main factors in your decision to apply?

Insert response

What is your experience (if any) with Montessori education? What do you know about the Montessori method?

Insert response

About the Position

Describe your level of proficiency in the following areas: **1**=no experience, **2**=novice/beginner, **3**=moderate/experienced, **4**=proficient/independent, **5**=expert/instructor

_____ Bookkeeping (data entry, financial reports, banking, QuickBooks, Excel)

List examples, if applicable

_____ Human resources (payroll, ADP, benefits administration, attendance)

List examples, if applicable

_____ Customer service (phone, email, reception)

List examples, if applicable

_____ Digital media (MailChimp, Facebook, Paperless Post, DocuSign, GoDaddy)

List examples, if applicable

_____ Document preparation (newsletters, brochures, PowerPoint presentations...)

List examples, if applicable

_____ Events (planning, correspondence, hosting, photography)

List examples, if applicable



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About the Position (continued)

Being in an administrative role at a small, non-profit, independent school has a unique set of gifts and challenges. What do you think some of those might be?

Insert response

About Yourself

What characteristic(s) do you possess that you think might set you apart from other candidates?

Insert response

If we were to contact your current and/or previous employer(s), what words would they use to describe you?

Insert response

Please tell us your salary requirements.

Insert response