



THE ENFIELD MONTESSORI SCHOOL

1325 ENFIELD STREET

ENFIELD, CT 06082

(860)745-5847

Employment Application – Non-Teaching

This application is required for employment at the Enfield Montessori School. It should be completed and submitted to the school for a preliminary employment screening. No individual may be hired for a position without completing this process.

The Enfield Montessori School affirms its commitment to afford all individuals an equal opportunity for employment and advancement with the School regardless of age, sex, color, race, national origin, ancestry, citizenship, and physical disability, except in the case of a bona fide occupational qualification. This is reflected in all the School's practices and policies regarding hiring, training, layoff, and other forms of compensation. All matters relating to employment are based upon individual qualifications, ability to meet the school's goals, dependability, and reliability.

Applying for the position of: _____ Full-time Part-time

Area of interest: Toddler Program Primary Classroom Elementary Classroom
 After Care Administration

Last Name: _____ First Name: _____ Middle _____

Mailing Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____ Cell Phone: _____

Email Address: _____ Work Phone: _____

Religious Affiliation: _____ Parish Name: _____ Parish City: _____

Are you a U.S. citizen? Yes No

Do you have teacher certification in the state of CT? Yes No Another state? _____

Academic and Professional Education/Training			
Level of Education	Name of Institution City, State	Areas of Concentration (Major Minor)	Degree of Certification
Elementary School			
Secondary School			
Undergraduate			
Montessori Training			
Graduate			

Educational Work Experience			
School, City & State	Grades	Subject(s) Taught	Dates
School: _____ City: _____ State _____			From _____ To _____ ____/____/____

Educational Work Experience (continued)					
School, City & State		Grades	Subject(s) Taught	Dates	
School: _____ City: _____ State ____				From ____/____/____	To ____/____/____
School: _____ City: _____ State ____				From ____/____/____	To ____/____/____

Administrative or Supervisory Experience					
School, City & State		Levels	Position	Dates	
School: _____ City: _____ State ____				From ____/____/____	To ____/____/____
School: _____ City: _____ State ____				From ____/____/____	To ____/____/____
School: _____ City: _____ State ____				From ____/____/____	To ____/____/____

Non-Educational Work Experience (outside of the field of education, if any)					
Position	Employer with Address			Dates	
	Name: _____ Address: _____ City: _____ State: _____			From ____/____/____	To ____/____/____
	Name: _____ Address: _____ City: _____ State: _____			From ____/____/____	To ____/____/____
	Name: _____ Address: _____ City: _____ State: _____			From ____/____/____	To ____/____/____

Professional Memberships	
Organization	Position Held
1.	
2.	
3.	

Personal and Professional References		
Name	Title/Relationship	Address
1.	Title: _____ Relationship: _____	Address: _____ City: _____ State: _____ Phone: _____
2.	Title: _____ Relationship: _____	Address: _____ City: _____ State: _____ Phone: _____
3.	Title: _____ Relationship: _____	Address: _____ City: _____ State: _____ Phone: _____

Please submit completed application and current resume via US mail to the school attention Cliona Beaulieu or via email to CBeaulieu@EnfieldMontessoriSchool.org to be considered for employment.