



(For Office Use Only)

School Year _____
 Name _____
 Position _____
 Years Allowed _____
 Step _____
 Annual Salary _____

APPLICATION FOR TEACHING POSITION

(See page 4 for important information)

Name: _____ Soc. Sec. # _____

Home Address: _____
 Street City State Zip

Home Telephone _____ Email Address _____

For which grade or subject are you filing this application?

State the exact title of the New Jersey certificate(s) you hold and the date(s) issued.

If you do not have a certificate, have you applied for one? _____ When? _____

Where? _____

Are you presently under contract with a Board of Education? _____ Where? _____

Are you in this country on a visa, which would not permit you to work in the United States?

Have you ever been convicted of a crime? (Exclude minor traffic violations) _____

If yes, please explain _____

Military Service: Branch of Service _____ Dates _____

Check all of the following areas that you are able to direct, conduct, coach, or coordinate successfully:

- | | |
|--|---|
| <input type="checkbox"/> School Plays | <input type="checkbox"/> After-School Clubs and Activities |
| <input type="checkbox"/> Summer Programs | <input type="checkbox"/> External Learning Experiences
(field trips, speaker's bureau, etc.) |
| <input type="checkbox"/> Information Integrated Technology | <input type="checkbox"/> School Publications |
| <input type="checkbox"/> Oratory | <input type="checkbox"/> Curriculum and Assessment |
| <input type="checkbox"/> Parental Involvement Activities | <input type="checkbox"/> Other _____ |

EDUCATIONAL INFORMATION

LIST THE NAMES (NOTE THE YEARS OF ATTENDANCE) OF ALL INSTITUTIONS, INCLUDING THE HIGH SCHOOL FROM WHICH YOU GRADUATED.

INSTITUTION	MAJOR/MINOR	DATES ATTENDED FROM – TO	DIPLOMA/ DEGREE GRANTED	YEAR GRANTED
GRADUATE SCHOOL	NUMBER OF CREDITS	NOTE:		
		AN OFFICIAL COPY OF YOUR TRANSCRIPT MUST BE SENT TO THIS OFFICE IN SUPPORT OF YOUR APPLICATION.		

PROFESSIONAL EXPERIENCE INFORMATION

LIST PRESENT / LAST EMPLOYMENT AND ALL PRIOR EMPLOYMENTS WITHIN THE LAST 10 YEARS, WORKING BACKWARDS. ACCOUNT FOR ALL YEARS OF EDUCATIONAL EMPLOYMENT.

POSITION HELD	NAME OF SCHOOL OR COMPANY	ADDRESS	PHONE NUMBER	NAME OF IMMEDIATE SUPERVISOR	DATES FROM - TO

PROFESSIONAL REFERENCES (2)

TITLE	NAME	ADDRESS	PHONE NUMBER

PERSONAL REFERENCES (2)

TITLE	NAME	ADDRESS	PHONE NUMBER	# YEARS KNOWN



IMPORTANT INFORMATION REGARDING THE TEACHING POSITION APPLICATION

- ❖ A letter of inquiry or resume is not regarded as an application for a teaching position. This form along with a personal interview, a review of training and experiences and an educational philosophy are important components of the application process.
- ❖ The responsibility of holding the proper New Jersey certificate is that of the applicant. Steps should be taken by the applicant to secure the proper certificate from the Office of Teacher Education and Certification, New Jersey Department of Education, Trenton, NJ.
- ❖ A copy of the applicant's teaching certificate is required and should be included with this application or forwarded to the Executive Director prior to scheduling an interview.
- ❖ Official transcripts of all college or university coursework should be attached to this application or forwarded to the Executive Director prior to scheduling an interview.
- ❖ It is presumed that the applicant is free from any type of communicable disease. A subsequent medical examination of the applicant by his/her own physician is part of the employment procedure.
- ❖ The availability of the applicant is very important in the selection of teachers. Vacancies require the immediate placement of qualified teachers in order to provide an uninterrupted student educational program. Therefore, it is reasonable that an application can be reviewed after the expiration of this present hiring period if indications suggest that the applicant is still available for employment.
- ❖ Several interviews of an applicant may be required before any appointment will be considered by the Board of Trustees. A mere filing of a written application does not constitute a priority of consideration for an applicant.
- ❖ Persons who falsify information on this application to gain employment will be subject to immediate dismissal.

Equal Opportunity Affirmative Action Employer