

# Runnemedede Public Schools

Runnemedede District Office  
505 W. Third Avenue  
Runnemedede, NJ 08078-1298

(856) 931-5364, ext. 213  
Fax: (856) 931-4446

## Application for Employment

### Certificated Staff

1. Applications, résumés, materials and inquiries should be directed to the address above or email [webmaster@runnemededeschools.org](mailto:webmaster@runnemededeschools.org).
2. When applying for employment, please include your résumé, the Employment Application form and attach a copy of your college transcript(s), if available. All questions on the Application Form must be answered. The Application Form is a legal document. Do not write "Refer to Resume."

#### I. PERSONAL INFORMATION

Name \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

*The Runnemedede School District uses an automated phone system to deliver important, time-sensitive messages to all employees. Please list the number(s) you would like us to use to notify you of important events, messages, or emergencies.*

(\_\_\_\_) \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_

#### II. POSITION(S) DESIRED

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

#### III. CERTIFICATION

I hold the following New Jersey School Certificate(s) issued by the Department of Education. (Please send copy of certificate with application).

(circle one)

1. \_\_\_\_\_ CE CEAS Standard

2. \_\_\_\_\_ CE CEAS Standard

3. \_\_\_\_\_ CE CEAS Standard

***If none, complete the following:***

I have conferred with the Department of Education and anticipate that I will have a New Jersey Certificate by date of employment. Please attach a statement outlining the steps you have taken to attain NJ certification.

\_\_\_\_\_  
Signature

### Highly Qualified Teacher Status

I am considered Highly Qualified per the New Jersey regulations in the following subject areas:

	Praxis Score/HOUSE Standard
1. _____	_____
2. _____	_____
3. _____	_____

### IV. EMPLOYMENT RECORD: Please begin with the most recent position.

1. Position title \_\_\_\_\_ Employed from \_\_\_\_\_ to \_\_\_\_\_  
Employed by \_\_\_\_\_  
Business Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Last salary \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
Why do/did you desire to leave this position? \_\_\_\_\_  
\_\_\_\_\_

2. Position title \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_  
Employed by \_\_\_\_\_  
Business Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_  
Last salary \_\_\_\_\_ Name of supervisor \_\_\_\_\_  
Why do/did you desire to leave this position? \_\_\_\_\_  
\_\_\_\_\_

3. Position title \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_  
Employed by \_\_\_\_\_  
Business Address \_\_\_\_\_  
Phone \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
\_\_\_\_\_

Last salary \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Why do/did you desire to leave this position? \_\_\_\_\_

4. Position title \_\_\_\_\_ Employed \_\_\_\_\_ to \_\_\_\_\_

Employed by \_\_\_\_\_

Business Address \_\_\_\_\_

Phone \_\_\_\_\_

Responsibilities \_\_\_\_\_

Last salary \_\_\_\_\_ Name of supervisor \_\_\_\_\_

Why do/did you desire to leave this position? \_\_\_\_\_

**V. OTHER PERTINENT EDUCATION EXPERIENCE:**

POSITION	DATES Yr. to Yr.	EMPLOYER & LOCATION	COMMENTS

Military Service: Branch \_\_\_\_\_ Dates served \_\_\_\_\_

Rank \_\_\_\_\_ Type of Discharge \_\_\_\_\_

**VI. EXTRACURRICULAR/CO-CURRICULAR INTERESTS:** Please list the names and levels (if applicable) of any extracurricular/co-curricular or athletic activities you may be interested in advising or coaching.

Activity / Sport	Summary of experience as advisor, coach, or participant	Lead Advisor or Assistant? (circle)	Head coach or Assistant? (circle)
		Lead / Assistant	Head / Assistant
		Lead / Assistant	Head / Assistant
		Lead / Assistant	Head / Assistant
		Lead / Assistant	Head / Assistant

**VII. EDUCATION AND PROFESSIONAL PREPARATION:**

DATE Month/Year	INSTITUTION Name/Location	DEGREE	MAJOR	MINOR

**VIII. MEMBERSHIPS: Professional (Indicate offices held, if any)**

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**IX. REFERENCES:**

Please list three references, including individuals who are familiar with your business/educational career accomplishments. You may attach letters from any or all of these individuals as well. These references should be from board members, immediate supervisors, parents, co-workers or anyone else familiar with your work.

Name of Reference	Position/Relationship	Contact Number	Letter Attached <small>(circle one)</small> Yes No	May we Contact? <small>(circle one)</small> Yes No
_____	_____	_____	Yes No	Yes No
_____	_____	_____	Yes No	Yes No
_____	_____	_____	Yes No	Yes No

**X. ATTRIBUTES**

List three personal attributes and explain why you feel they will help assure your success as a teacher/administrator in our school district. Please note special job related skills or experiences you feel may be helpful in considering your application.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

## XI. HISTORY

1. Have you ever pled guilty or been convicted of a crime, disorderly conduct, drunken driving or participated in a pre-trial intervention program? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please indicate when, where, and why: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The Board of Education reserves the right to make a routine inquiry with law enforcement agencies.*

2. Have you ever been denied tenure? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please indicate when, where, and why.

\_\_\_\_\_

3. Have you ever been dismissed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please indicate when, where, and why.

\_\_\_\_\_

4. Have you ever not had a contract renewed? \_\_\_\_\_ Yes \_\_\_\_\_ No

If so, please indicate when, where and why.

\_\_\_\_\_

5. Is there anything in your health history that would preclude you from completing your responsibilities of the indicated job? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Are you subject to any visa or immigration status, which would prevent lawful employment?

\_\_\_\_\_ Yes \_\_\_\_\_ No

## XII. EMPLOYMENT INFORMATION

1. Would you be willing to take a physical examination prior to employment? \_\_\_\_\_ Yes \_\_\_\_\_ No

2. Would you be interested in working as a substitute teacher or classroom assistant?

\_\_\_\_\_ Yes \_\_\_\_\_ No

3. When would you be available? \_\_\_\_\_

4. Please indicate your salary expectation. \$ \_\_\_\_\_

### OPTIONAL:

- Attach copies of any written evaluations of your performance during the past year.
- Attach a writing sample.
- Attach any other information you think will be helpful to us as we consider your application.

**ADMINISTRATIVE CANDIDATES ONLY:**

- Attach copies of observations and/or evaluations you have written indicating both a strong employee and an employee in need of improvement.

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*I certify that the information included on and with my application is accurate and true. I have included all requested information. I authorize investigation of any statement contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I authorize the Board of Education to verify any and all information contained herein and to review my criminal history, military and disciplinary records from any source. I authorize my prior employer to disclose, make available and furnish to the Runnemede School District all of my prior performance evaluations*

***Criminal History Review Requirement***

*As required by New Jersey State Statute, all public school employees must submit to a criminal history background check through the state and FBI. This is to advise you that if you have had a prior conviction, you may be disqualified from employment in a New Jersey Public School.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please note: Pursuant to the OPEN PUBLIC MEETINGS ACT, the Board of Education will meet in private session to discuss applicants unless notified in writing by any candidate who wishes his/her deliberations to be held in public.**