

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

Non-Certificated Staff

1. Applications, résumés, materials and inquiries should be directed to the address above or email 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), licenses, etc., if applicable. 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 (Please Specify Position Desired)

Buildings and Grounds Services _____

Instructional Assistant _____

Clerical/Secretarial _____

Other (please specify) _____

III. LICENSES (Buildings and Grounds Services Only, if applicable)

1. _____ 2. _____
 3. _____ 4. _____

IV. Secretarial/Clerical Skills (Clerical/Secretarial applicants only)

- a. **Computer skills - Please check the level of competence in the listed computer applications.** List any other programs you feel pertinent to the position you are applying for.

F – Familiar (I know the program but have not worked with it frequently)
P – Proficient (I have worked with the program and I am competent with it)
M – Mastered (I have worked extensively with the program and I am very competent with it)
N – Not Familiar (I have never worked with this program)

Program	(Mark one)			
	F	P	M	N
Microsoft Word				
Excel				
PowerPoint				
Publisher				
Adobe Photoshop				
Database applications (Real Time, Power School, Sasi, Access, etc.)				
Other: (List)				

V. EMPLOYMENT RECORD: Please begin with the most recent position.

1. Position title _____ Employed from _____ to _____
 Employed by _____ Phone _____
 Business Address _____
 Responsibilities _____

 Last salary _____ Name of supervisor _____
 Why do/did you desire to leave this position? _____

2. Position title _____ Employed from _____ to _____
 Employed by _____ Phone _____
 Business Address _____
 Responsibilities _____

Last salary _____ Name of supervisor _____

Why do/did you desire to leave this position? _____

3. Position title _____ Employed from _____ to _____

Employed by _____ Phone _____

Business Address _____

Responsibilities _____

Last salary _____ Name of supervisor _____

Why do/did you desire to leave this position? _____

4. Position title _____ Employed from _____ to _____

Employed by _____ Phone _____

Business Address _____

Responsibilities _____

Last salary _____ Name of supervisor _____

Why do/did you desire to leave this position? _____

VII. MILITARY EXPERIENCE

Military Service: Branch _____ Dates served _____

Rank _____ Type of Discharge _____

VIII. EDUCATIONAL EXPERIENCE:

DATE Month/Year	INSTITUTION Name/Location	DEGREE	MAJOR	MINOR

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		May we Contact?	
			<small>(circle one)</small>		<small>(circle one)</small>	
_____	_____	_____	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. Is there anything in your health history that would preclude you from completing your responsibilities of the indicated job? _____ Yes _____ No

3. Are you subject to any visa or immigration status, which would prevent lawful employment? _____ Yes _____ No

XII. EMPLOYMENT INFORMATION

1. Would you be interested in working as a substitute in a position for which you are qualified? _____ Yes _____ No

2. When would you be available? _____

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 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.