

# 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, [pwilson@runnemededeschools.org](mailto:pwilson@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?	
			(circle one) Yes No	(circle one) Yes No	(circle one) Yes No	(circle one) Yes No
_____	_____	_____	Yes No	Yes No	Yes No	Yes No
_____	_____	_____	Yes No	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 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.**