

# South Hackensack School District

1 Dyer Avenue, South Hackensack, NJ – 07606 | Telephone: (201) 440-2782 | [www.shmemorial.org](http://www.shmemorial.org) | skropp@shmemorial.org

## EMPLOYMENT APPLICATION

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

<p>A complete application includes the following enclosed information:</p> <ul style="list-style-type: none"><li>• Employment Application</li><li>• Transcripts of all college/university work</li><li>• Certificate/Licenses (if applicable)</li><li>• Fingerprinting Information</li></ul>	<p>Position applying for:</p> <p><input type="checkbox"/> Licensed Instructional Position   Grade Level: _____</p> <p><input type="checkbox"/> Administrative Position</p> <p><input type="checkbox"/> Support Position</p> <p><input type="checkbox"/> Substitute Position</p>
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### Personal Information

(Print clearly)

Name \_\_\_\_\_  
Last Name First Name Middle

Address \_\_\_\_\_  
Street City State Zip Code

Telephone \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Date available for employment: \_\_\_\_\_  
Month Day Year

Are you legally eligible for employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you related to a South Hackensack School District employee? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, employee's name and position \_\_\_\_\_

Have you previously filed an application with the South Hackensack School District? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously been employed by the South Hackensack School District? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, from \_\_\_\_\_ to \_\_\_\_\_

Do you wish to have your application cross-referenced for substitute teaching? Yes \_\_\_\_\_ No \_\_\_\_\_

If you are applying for a position that will require that you come into regular contact with students that you might not be employed if your criminal history record check reveals a record of conviction for any crime set forth in N.J.S.A. 18A:6-71.

Enter the job titles for which you are applying. Include subject areas and grade levels if applicable.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

References

Provide the names of three (3) professional references, who can provide information on your performance.

Name of Reference	Position/Title	Telephone Number
		( ) - -
		( ) - -
		( ) - -

Education

**[Provide copies of all college transcripts with the application]**

Level of Education	Name of School or University	State	Field of Study	Type of Degree or Highest Grade Completed	Dates of Attendance (From - To) Month/Year - Month/Year
High School or GED					
Business/Trade School					
College/University					
College/University					
College/University					
Other – Specify					

Employment History

Begin with your most recent position and include your entire work history. For additional space, use a separate sheet of paper.  
Teachers, include student teaching if completed within the past three (3) years. A resume cannot be substituted for completing this information.

Date _____/_____/_____ to _____/_____/_____	Salary/Wages: _____
Position Title _____	Ending Rate _____ Per _____
Employer/Firm _____	Description of Work (Teachers include grades/subjects taught.)
Address _____	_____
_____	_____
Number of hours worked per week _____	_____
Supervisor _____	Reason For Leaving _____
Phone _____	_____
If present employer, may we contact them? _____ Yes _____ No	

Date _____/_____/_____ to _____/_____/_____	Salary/Wages: _____
Position Title _____	Ending Rate _____ Per _____
Employer/Firm _____	Description of Work (Teachers include grades/subjects taught.)
Address _____	_____
_____	_____
Number of hours worked per week _____	_____
Supervisor _____	Reason For Leaving _____
Phone _____	_____

Date _____/_____/_____ to _____/_____/_____	Salary/Wages: _____
Position Title _____	Ending Rate _____ Per _____
Employer/Firm _____	Description of Work (Teachers include grades/subjects taught.)
Address _____	_____
_____	_____
Number of hours worked per week _____	_____
Supervisor _____	Reason For Leaving _____
Phone _____	_____

Date _____/_____/_____ to _____/_____/_____	Salary/Wages: _____
Position Title _____	Ending Rate _____ Per _____
Employer/Firm _____	Description of Work (Teachers include grades/subjects taught.)
Address _____	_____
_____	_____
Number of hours worked per week _____	_____
Supervisor _____	Reason For Leaving _____
Phone _____	_____