

**NORTHERN BURLINGTON COUNTY  
REGIONAL SCHOOL DISTRICT**

**Attention: Personnel Office  
160 Mansfield Road East  
Columbus, New Jersey 08022  
(609) 298-3900**



**RETURN DEADLINE:**

1. Applications, materials, résumés and inquiries should be directed to the address above.
2. Applicants should enclose a personal letter stating why they desire this position and expressing something of their educational philosophy, long-range goals and outstanding accomplishments.
3. If there is insufficient space for your answer, attach a sheet of paper with your name on it and indicate which number(s) you are continuing.
4. Feel free to include your résumé, but be sure that all application questions are answered. **DO NOT REFER TO RÉSUMÉ.**
5. Applicants selected for interview will be notified as soon as possible.
6. Attach a copy of your college transcript(s), if available.

**I. PERSONAL INFORMATION**

Name \_\_\_\_\_

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

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

Home Phone \_\_\_\_\_

**II. Are you presently employed? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If not, explain:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. CERTIFICATION**

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

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

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.

\_\_\_\_\_  
Signature

Please attach a statement outlining the steps you have taken to attain NJ certification.

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

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

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

3. **Position title:** \_\_\_\_\_ **Employed** \_\_\_\_\_ **to** \_\_\_\_\_  
**Employed by:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Your Office Phone:** \_\_\_\_\_  
**Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_  
**Last salary:** \_\_\_\_\_ **Name of supervisor:** \_\_\_\_\_  
**Why do you desire to leave this position?** \_\_\_\_\_

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4. **Position title:** \_\_\_\_\_ **Employed** \_\_\_\_\_ **to** \_\_\_\_\_  
**Employed by:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Your Office Phone:** \_\_\_\_\_  
**Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_  
**Last salary:** \_\_\_\_\_ **Name of supervisor:** \_\_\_\_\_  
**Why do you desire to leave this position?** \_\_\_\_\_

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5. **Position title:** \_\_\_\_\_ **Employed** \_\_\_\_\_ **to** \_\_\_\_\_  
**Employed by:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
\_\_\_\_\_  
**Your Office Phone:** \_\_\_\_\_  
**Responsibilities:** \_\_\_\_\_  
\_\_\_\_\_  
**Last salary:** \_\_\_\_\_ **Name of supervisor:** \_\_\_\_\_  
**Why do you desire to leave this position?** \_\_\_\_\_

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V. **OTHER PERTINENT EDUCATION EXPERIENCE:**

POSITION	DATES (yr to yr)	EMPLOYER & LOCATION	COMMENTS

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

\_\_\_\_\_

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

\_\_\_\_\_

VI. **EDUCATION AND PROFESSIONAL PREPARATION:**

DATE Month/Year	INSTITUTION Name/Location	DEGREE	MAJOR	MINOR

VII. **MEMBERSHIP:** Professional (Indicate offices held, if any)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VIII. **ACCOMPLISHMENTS:** (Please list programs, courses, activities, procedures, etc. that you created and/or implemented in your present or prior positions. This should be a list of accomplishments that show your familiarity, experience and innovativeness in a business/educational setting.)

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\_\_\_\_\_

\_\_\_\_\_

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**IX. COMMUNITY ACTIVITIES: (Voluntary and community services)**

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**X. REFERENCES:**

Please attach three letters of reference from individuals who are familiar with your business/educational career accomplishments. These references should be from board members, immediate supervisors, parents, co-workers or anyone else familiar with your work.

Limitations on contact or references and/or school districts: \_\_\_\_\_

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**XI. PERSONAL ATTRIBUTES: List three or four personal attributes and explain why you feel they will help assure your success as a teacher in our school district.**

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**XII. PROFESSIONAL ABILITIES: If available**

Please attach copies of all written evaluations of your performance during the past year.

**XIII. Have you ever been convicted of a crime, disorderly conduct, drunken driving or participated in a pre-trial intervention program? The Board of Education reserves the right to make a routine inquiry with law enforcement agencies.**

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Have you ever been denied tenure? If so, please indicate when, where, and why.

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Have you ever been dismissed? If so, please indicate when, where, and why.

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Have you ever not had a contract renewed? If so, please indicate when, where and why.

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Is there anything in your health history that would preclude you from completing your responsibilities of the indicated job?

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

Would you be willing to take a physical examination prior to employment?

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

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

*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.*

*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.**

**An Equal Opportunity/Affirmative Action Employer**