**Human Resources Department**

**Educational Services Commission of New Jersey**

**1660 Stelton Road**

**Piscataway, NJ 08854**

[**www.escnj.k12.nj.us**](http://www.escnj.k12.nj.us)

## Employment Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LAST NAME FIRST NAME MIDDLE | | | | | DATE |
| STREET ADDRESS | | | | | HOME PHONE |
| CITY, STATE, ZIP | | | | | BUSINESS PHONE |
| POSITION DESIRED | **SALARY DESIRED** | | **CIRCLE ALL THAT APPLY**  **F/T P/T** | | **CELL PHONE** |
| HOW DID YOU HEAR ABOUT OUR ORGANIZATION? | | **HAVE YOU APPLIED WITH US BEFORE ?** | | **DATE OF AVAILABILITY** | **EMAIL ADDRESS** |

#### Education

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SCHOOL** | **NAME & ADDRESS** | **COURSE OF STUDY** | **DIPLOMA OR DEGREE** | **GRADUATION DATE** | **GPA** | **# OF CREDITS** |
| **HIGH SCHOOL** |  |  |  |  |  |  |
| **COLLEGE** |  |  |  |  |  |  |
| **GRADUATE** |  |  |  |  |  |  |
| **OTHER** |  |  |  |  |  |  |

#### Certification

|  |  |  |  |
| --- | --- | --- | --- |
| **AREA OF CERTIFICATON AND TYPE**  **(STANDARD, CERTIFIICATE OF ELIGIBILITY, ETC)** | ISSUING **STATE** | **DATE**  **ISSUED** | **EXPIRATION DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

#### Related Experience (List most current first)

**CERTIFIED APPLICANTS:** LIST TEACHING EXPERIENCE **NON-CERTIFIED APPLICANTS:** LIST RELATED JOB EXPERIENCE

|  |  |
| --- | --- |
| EMPLOYER NAME | TELEPHONE # |
| ADDRESS | DATES OF EMPLOYMENT (mm/yy) **FROM: TO:** |
| POSITION/TITLE | REASON FOR LEAVING |
| NAME & TITLE OF SUPERVISOR |  |
| WORK PERFORMED | MAY WE CONTACT YOUR CURRENT EMPLOYER? |

|  |  |
| --- | --- |
| EMPLOYER NAME | TELEPHONE # |
| ADDRESS | DATES OF EMPLOYMENT (mm/yy) **FROM: TO:** |
| POSITION/TITLE | REASON FOR LEAVING |
| NAME & TITLE OF SUPERVISOR |  |
| WORK PERFORMED |  |

|  |  |
| --- | --- |
| EMPLOYER NAME | TELEPHONE # |
| ADDRESS | DATES OF EMPLOYMENT (mm/yy) **FROM: TO:** |
| POSITION/TITLE | REASON FOR LEAVING |
| NAME & TITLE OF SUPERVISOR |  |
| WORK PERFORMED |  |

Other Experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| EMPLOYER | **ADDRESS** | **POSITION/TITLE** | **DATES OF EMPLOYMENT** | **SALARY** | **REASON FOR LEAVING** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |

## Military Service:

##### Branch of Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Service: From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Special Skills/Achievements:

List below:

**References (List three professional references)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| NAME | **POSITION AND EMPLOYER** | **ADDRESS OR**  **EMAIL ADDRESS** | **TELEPHONE** | **YEARS**  **KNOWN** | **RELATIONSHIP TO APPLICANT** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

##### Have you ever been convicted of a criminal offense? YES NO

**Within the last ten years, have you been fired from any job for any reason? YES NO**

**Have you ever been professionally disciplined in any state? YES NO**

**If “yes” to above questions, please explain:**

#### Certification and Release Authorization

I certify that all statements and information contained in this application are true, complete and accurate to the best of my knowledge. I understand that any misrepresentation, or omission, of facts shall be sufficient cause for: (1) Rejecting my candidacy, (2) withdrawing of any offer of employment, (3) terminating my employment. I hereby authorize investigation of all statements contained in this application. I release from all liability persons and organizations reporting information required by this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

###### Equal Opportunity Employer

**It is the policy of the Educational Services Commission of New Jersey not to discriminate on the basis of race, creed, color, sex, national origin, political affiliation, religion, sexual orientation, English proficiency, socio-economic status or disability. 12/06**