

**Downe Township Board of Education
Employment Application for
Teaching and/or Other Professional**

Social Security No. _____ Date _____

Name _____

Street Address _____

City _____ State _____ Zip _____

Telephone Number (home) _____ (other) _____

POSITION APPLIED FOR

(Indicate Elementary or Specific Teaching Position)

This application should be returned to:

DOWNE TOWNSHIP BOARD OF EDUCATION
Administrative Office
220 Main Street
Newport, NJ 08345

FOR OFFICAL USE ONLY

Interview Date	Start Date
Interviewer	Step on Guide
	Contract Salary
Credentials Needed	

EDUCATION

TYPE OF SCHOOL	NAME AND ADDRESS
High School	
College	
Post Graduate	
Business or Trade	
Other	

Degree Major _____ Credits _____

Degree Minor _____ Credits _____

Highest Degree Earned _____ Credits Beyond Highest Degree _____

TEACHING AND/OR OTHER PROFESSIONAL EXPERIENCE

Name of School and Location	Dates from-to	Number of Years	Grades or Subject Taught	Reason for Leaving
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____	_____	_____
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____	_____	_____
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____	_____	_____
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____	_____	_____

STUDENT TEACHING EXPERIENCE

Name of School and Location	Dates	Grades or Subject Taught
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____
<input style="width: 100%; height: 25px;" type="text"/>	_____	_____

NON-SCHOOL EXPERIENCE

List any non-school experience which you feel would better fit you for this position.

Position or Type of Work	Name and Address of Employer	Dates from- to	No. of Yrs.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any other personal data in which you think we would be interested

Are you a citizen of the United States? _____

_____ Have you ever been convicted of a crime in New Jersey or any other States? _____

Have you any physical disability that would prevent you from doing your job? _____

CERTIFICATION AND SALARY

Type of Certificate _____
(Regular, Certificate of Eligibility, Certificate of Advanced Standing, Provisional, Emergency)

Valid in New Jersey? _____

Expiration Date (If Applicable) _____

In what areas or subjects are you certified? _____

Present Salary _____ Salary you would accept _____

Are you under contract for next year? _____ Date of availability _____

CLUBS, HOBBIES, OR ACTIVITIES

It is beneficial for each teacher to have interest, competence, and experience in at least one field outside the regular teaching duties. In what clubs, hobbies, or activities have you had experience or training. Please include instruction in music, art, dramatics, public speaking, counseling, athletics, scouting, etc.

Name of Club or Hobby

Experience and/or Training

PROFESSIONAL AND COMMUNITY RELATIONS

Organization to which you belong (Civic, Service, Social)

In what Community projects and/or activities have you participated?

In what professional projects, studies, research problems and/or surveys have you participated?
(Describe briefly) Attach additional pages if necessary.

REFERENCES

Name and Occupation	Address	Phone

I hereby certify that the information herein is a true and complete statement of my personal and professional records to date. I am aware that any falsification on this application will constitute grounds for immediate dismissal.

Signature _____

DOWNE TOWNSHIP BOARD OF EDUCATION
Administrative Office
220 Main Street
Newport, NJ 08345
Phone: (856) 447-3878 Fax: (856) 447-5130

APPLICANT INFORMATION

The Downe Township School District attracts applications from many prospective teachers and/or other professionals each year. Because of the number of applications, we have developed this letter to inform you about our employment process. If you have questions after reading this, contact the Superintendent's Office.

THE APPLICATION

The employment process begins by obtaining a teaching and/or other professional application. The application can be secured by writing or telephoning our office. Complete all sections of this application, please do not put "see resume" at any point in this application. In addition to filling out the application, you need to provide a copy of your transcripts. Please include transcripts from all college work taken. The last required item for a complete application is a photocopy of your teaching certificate. All items must be submitted to be considered a complete application.

THE FILING OF THE APPLICATION

When a complete application is received in our office, it is filed. When a teaching vacancy occurs, we generate a list of applicants who have similar grade level preferences, experience, etc. The applications are reviewed by school administrators and applicants are selected to be interviewed for the position.

THE INTERVIEW

When the interviews are completed, a recommendation is made by the Superintendent. The candidates name and qualifications are presented to the School Board. **Employment is only official after the School Board acts upon the individual at a regularly scheduled School Board meeting.** This period of time from successful candidate selection to the Board approval may be as long as four weeks. After the School Board's action on the successful candidate, other candidates interviewed are informed by letter that the position has been filled.

COMMONLY ASKED QUESTION

1. What is a complete application?

- Our district application.
- Copies of transcripts from all colleges attended.
- A photocopy of your teaching certificate.
- Optional
 - Resume
 - Letters of recommendations
 - College placement file

2. Can I be Interviewed?

The Downe Township School District receives many applications from prospective teachers and/or other professionals each year. The time necessary for interviewing is prohibitive and would not be appropriate. The information from your complete application is reviewed when a position becomes available. **Your best opportunity for an interview is to provide all the information requested in the application.** This enables us to best match qualifications with teaching and/or other professional vacancies requirements.

3. How long is my application kept on file?

Complete applications are retained for two years. It is the applicant's responsibility to remember when they applied and to inform us in writing of any changes, personal or professional, i.e., name, certification, designations. At the end of the two year period, applicants who still want to be considered for a position, must complete a new application and may submit new materials.

4. Can I request an application by telephone?

Yes, we will mail an application to you if you provide a complete address.

5. I understand that you do not accept applications during certain times of the school year. Is this true?

No, the Downe Township School District accepts complete applications from qualified applicants at any time.

6. Do you hire only inexperienced teachers?

No, the district wants to have a well-balanced staff in terms of prior teaching experience, college preparation, and extra-curricular experience. To this end, when a position becomes available, it is thoroughly reviewed. Consideration is given to an assortment of variables. A candidate is sought who offers a complimentary balance to the staff, including those willing to handle extra-curricular activities.

7. I have applied to the State of New Jersey for my teaching certificate, but have not yet received it. Do I have to wait to apply until my certification has been issued?

No, if your New Jersey certificate is still pending, please note on the application to indicate the pending status. We will accept your application as complete if the other required items are submitted.

8. Can I include a resume with my application?

Yes, a resume is welcome to be included with your application. The applicant still must complete all of the requested information on the application and include copies of transcripts and copy of teacher certification.