

**BOARD OF EDUCATION OF THE VOCATIONAL SCHOOL IN
THE COUNTY OF PASSAIC**

**PASSAIC COUNTY TECHNICAL INSTITUTE
45 REINHARDT ROAD, WAYNE, NEW JERSEY 07470**

ADMINISTRATIVE APPLICATION

I. PERSONAL DATA:

DATE:

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Last Name

First Name

Middle Initial

Have you ever been known by any other name(s)

Social Security Number

Yes _____ No _____

*This information is often
necessary in order to obtain
transcripts and references.

Street

City

State

Zip Code

Telephone Number

E-Mail Address

II. FORMAL EDUCATION:

Institution	Name & Location	# of Years completed	Degree and Major
High School			
Undergraduate			
Graduate			
Other			

III. CERTIFICATION:

Attach a copy of appropriate New Jersey Certificate or official letter of eligibility.

IV. EXPERIENCE:

School District or Other Employer	Address	Position	Salary

Please use a separate sheet of paper if necessary.

V. CURRENT SALARY:

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VI. MILITARY EXPERIENCE:

BRANCH OF SERVICE DATES SPECIAL TRAINING/RANK

VII. ON A SEPARATE SHEET OF PAPER, PLEASE ANSWER THE FOLLOWING QUESTIONS:

1. DESCRIBE YOUR LEADERSHIP/MANAGEMENT STYLE
2. DESCRIBE YOUR KNOWLEDGE/EXPERIENCE WITH CURRICULUM DEVELOPMENT
3. DESCRIBE YOUR EXPERIENCE WITH PREPARATION DEVELOPMENT AND IMPLEMENTATION OF A SCHOOL BUDGET
4. IF HIRED, WHAT SPECIAL QUALITIES DO YOU BELIEVE YOU WILL BRING TO PASSAIC COUNTY TECHNICAL INSTITUTE

VIII. REFERENCES:

ARE YOU RELATED TO ANY:

- 1. Member of the Board of Education YES ___ NO ___
- 2. Administrative Staff at PCTI YES ___ NO ___

IF YES, PLEASE INDICATE THE FOLLOWING:

To whom are you related to _____

How are you related to this person _____

Give complete names and address of three persons familiar with your occupational experience and qualifications

- 1. _____
- 2. _____
- 3. _____

IX. OTHER:

HAVE YOU EVER BEEN CONVICTED OF A CRIME OR PLED GUILTY OR NO CONTEST TO A CRIME? Yes ___ No ___

[Please note that a criminal conviction does not constitute an automatic bar to employment with Passaic County Technical Institute. Convictions will only be considered in relation to specific job requirements. Furthermore, it is not necessary to include those convictions that have been expunged (or permanently removed) from your records.]

If yes, please explain.

Court and Location

NOTICE TO APPLICANTS

Passaic County Technical Institute does not require a pre-employment medical examination. However, after an offer of employment has been made, we do require applicants to undergo a medical examination and answer certain medical questions. Medical examinations and answers to medical inquiries will be maintained on separate forms and will be treated as confidential medical records. An applicant will not be excluded from employment unless he or she has a medical condition[s] that prohibits him or her from performing the essential job functions of the position for which he or she has applied. Passaic County Technical Institute will make reasonable accommodations to aid “qualified applicants or employees with disabilities” in fulfilling essential job functions.

PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY

- I understand that pursuant New Jersey State Law, *N.J.S.A 18A:6-7.1 through 18A:6-7.3*, all applicants must be fingerprinted and have a criminal history background check prior to employment with any educational institution such as Passaic County Technical Institute.
- I understand that Passaic County Technical Institute reserves the right to check with all previous employers.
- I hereby authorize the investigation of all statements contained in this employment application as may be necessary in arriving at decision whether to hire me. I also authorize Passaic County Technical Institute to duplicate this form as needed.
- I hereby certify that the facts in my employment application are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. Furthermore, I understand that certain false statements may subject me to criminal prosecution.

DATE: _____

APPLICANT'S SIGNATURE _____

CHAPTER 70, LAW OF 2011, STATE OF NEW JERSEY: RESIDENCY REQUIREMENT

“Effective September 1, 2011, all employees of state, local government, and school districts must reside in the State of New Jersey. If you begin your position on September 1, 2011 or later, you have one year after the date you take your employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your employment.”

**PASSAIC COUNTY TECHNICAL INSTITUTE IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Applicants—Do not write below this line

INTERVIEWER'S COMMENTS:

RECOMMENDATION: Accepted Rejected

INTERVIEWER'S SIGNATURE

Starting Date: _____

Salary: _____