

BERLIN BOROUGH SCHOOL DISTRICT

215 South Franklin Avenue
Berlin, New Jersey 08009

Mrs. Kristen Martello
Superintendent of Schools

Phone: (856)767-0129
Fax: (856)767-2465

To: Applicant
From: Mrs. Kristen Martello, Superintendent
RE: Application Process

Thank you for your interest in the Berlin Borough School District. In order for you to be considered for a posted position, we must have on file a completed application. All applications received apply to a posted position only and should only be sent in response to a posting. We are unable to acknowledge receipt of applications and unsolicited applications will not be kept on file.

Please complete the enclosed employment application in its entirety along with the items listed below. In addition to the application, you will find an Affirmative Action Information form. Completion of this form is optional.

- _____ Cover Letter
- _____ Current Resume
- _____ Complete District Application
- _____ Copies of all NJ Certificates or Certificates of Eligibility
- _____ Copies of Transcripts
- _____ Praxis Scores
- _____ Essay: Please submit a typewritten essay of no more than two pages on your philosophy of education.

When a specific opening occurs, complete applications will be paper screened by one of our district administrators. Applicants who are successful at this level will be invited to attend a brief screening interview with the hiring committee. The hiring process will be explained in greater detail at that time.

Berlin Borough School District is an Equal Opportunity Employer

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EMPLOYMENT APPLICATION

DATE: _____ **S.S. No.** _____

NAME: _____
Last First M

ADDRESS: _____
Street City State Zip Code

PHONE: H () _____ **EMAIL:** _____
C () _____

Position(s) Applying For: _____

Present Position/Status: _____

Date of Availability _____

Certification(s) Held: _____

Highly Qualified Status (List Areas): _____

Present Salary _____

Expected Salary _____

List College Activities, Honors, et. _____

Ever worked in or retired from a position in a NJ State Pension System **Yes** **No**

Ever Been Convicted of A Crime? **Yes** **No**

If Yes, Please Explain: _____

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EDUCATION

Name of School & Location (including High School, College, Graduate, Other)	Dates	Duration	Semester, Credits	Degree or Diploma	Major/Minor Credits

EXPERIENCE

Name of School and/or Company & Location	Dates	Number of Years	Nature of Work (List Grades/ Subjects Taught)

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REFERENCES

List at least three (3) names and contact information of persons qualified to give any information to show your fitness for the position you are seeking. Please include Superintendents and Principals under who you have taught/worked.

Name	Address	Telephone
Credentials are on File At:		

Please add any additional information you believe will assist in arriving at a true estimate of your qualifications:

Please submit this application to:

Mrs. Kristen Martello
Superintendent of Schools
Berlin Borough School District
215 South Franklin Avenue
Berlin, New Jersey 08009
(856) 767-0129

Falsification of the Employment Application, Resume or Interview Documents will Result in Forfeiture of the Position.

I certify that all the information provided in this application and attached resume is true to the best of my knowledge and belief.

Applicant's Signature

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Berlin Borough School District

Affirmative Action Information Form

Qualified applicants are considered for employment, and employees are treated during employment, without regard to race, creed, color, religion, sex, national origin, age, handicap, social or economic status.

To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below.

This Pre-Employment Form will be kept in a CONFIDENTIAL FILE, separate from the attached Application of Employment.

Please be advised that we are asking, as an option, that you complete this form. You are NOT REQUIRED to do so. This information will NOT BE USED as an evaluation criterion for selection.

Thank you for your cooperation.

1. Applicant's Name _____

2. Position Desired: _____

3. Date of Application: _____

4. Date this Form Completed: _____

5. Applicant's:
a. Sex Male _____ Female _____

b. Race _____ White (Non-Hispanic/Latino Origin)
_____ Black (Non-Hispanic/Latino Origin)
_____ Hispanic/Latino
_____ Asian or Pacific Islander
_____ American Indian or Native Alaskan

Where Did You Learn About The
Vacancy? _____

Berlin Borough School District

Disclaimers

Equal Opportunity Disclaimer

The Berlin Borough Board of Education is an equal opportunity employer to all employees and applicants for employment in accordance with applicable Equal Employment and Affirmative Action laws.

The Berlin Borough Board of Education does not discriminate against any employee or applicant on the basis of age, race, creed, color, handicap (disability), marital status, sex, national origin, ancestry, sexual orientation, religion, pregnancy, parental status, service to the armed forces, political affiliation, or status with regard to public assistance as required by Title II of ADA, Title VI, Title IX and Section 504.

If any employee or applicant believes he or she has been discriminated against please contact The Berlin Borough Board of Education, 215 South Franklin Avenue, Berlin, NJ 08009.

NJ First Act

Effective September 1, 2011, all employees of school districts must reside in the State of New Jersey, unless exempted under law. If you already work for the school district as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position, or employment on September 1, 2011, or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position, or employment.

I have read and understand the Equal Opportunity and NJ First Act Disclaimers as listed above.

Signature

Date

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