



# The Gramon Family of Schools

20 Just Road, 2nd Floor, Fairfield, NJ 07004

## APPLICATION FOR EMPLOYMENT

Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation for the application and/or interview should contact a representative of the Human Resources Department at 973.808.6279.

### PLEASE PRINT

Date \_\_\_\_\_ School applying to \_\_\_\_\_

Position(s) applying for \_\_\_\_\_

Name \_\_\_\_\_  
LAST FIRST MIDDLE

Address \_\_\_\_\_  
STREET CITY STATE ZIP CODE

Telephone \_\_\_\_\_  
HOME CELL WORK

Email address \_\_\_\_\_

When is the best time to call you? \_\_\_\_\_ May we call you at work? **Yes** **No**

Have you previously filed an application here? **Yes** **No** If yes, when? \_\_\_\_\_

Have you previously been employed at one of the Gramon Family of Schools? **Yes** **No**

If you have been previously employed at one of the schools, please give the dates. \_\_\_\_\_

From whom or where did you learn about this/these position(s)?  
\_\_\_\_\_

### OPTIONAL INFORMATION Please check one of the following:

- |   |   |
|---|---|
| <input type="checkbox"/> White or Caucasian | <input type="checkbox"/> Asian                                  |
| <input type="checkbox"/> African American   | <input type="checkbox"/> American Indian/Alaskan Native         |
| <input type="checkbox"/> Hispanic or Latino | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander |
| <input type="checkbox"/> Other: _____       |   |

# EMPLOYMENT HISTORY

*Please describe your three most recent positions*

Current or Most Recent Employer \_\_\_\_\_

Your Job Title \_\_\_\_\_

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

May we contact him/her as a reference?            **Yes**        **No**

Why did you or will you leave this position?

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

Previous Employer \_\_\_\_\_

Your Job Title \_\_\_\_\_

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

May we contact him/her as a reference?            **Yes**        **No**

Why did you leave this position?

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

Previous Employer \_\_\_\_\_

Your Job Title \_\_\_\_\_

Dates \_\_\_\_\_

Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Telephone Number \_\_\_\_\_

May we contact him/her as a reference?            **Yes**        **No**

Why did you leave this position?

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

# EDUCATIONAL BACKGROUND\*

*Please indicate your educational background*

High School \_\_\_\_\_ Graduation Date \_\_\_\_\_  
Address \_\_\_\_\_

College \_\_\_\_\_ Dates Attended: From \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_  
Major \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Dates Attended: From \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_  
Major \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_ Graduation Date \_\_\_\_\_

College \_\_\_\_\_ Dates Attended: From \_\_\_\_\_ To: \_\_\_\_\_  
Address \_\_\_\_\_  
Major \_\_\_\_\_ GPA \_\_\_\_\_ Degree \_\_\_\_\_ Graduation Date \_\_\_\_\_

*Please list all professional certificates and licenses*

Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_  
Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_  
Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_  
Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

*Please indicate type(s), date(s) received and expiration date(s) of commercial driver's license*

Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_  
Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_  
Type: \_\_\_\_\_ Date Issued \_\_\_\_\_ Date Expires \_\_\_\_\_

**\* NOTE:**

Copies of transcripts from the most recently attended educational institution (high school, technical school, college or university) showing grades and confirmation of degree(s), as well as copies of all professional certificates and licenses must be included with this application. On-site applicants should deliver or otherwise have delivered copies at their earliest convenience.

# REFERENCES

*Please list three (3) business/work references not including the supervisors listed above, or relatives or other character referees.*

Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	
Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	
Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	

*Please list three (3) personal, character references not including any individuals listed above or any relatives.*

Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	
Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	
Name _____	Title or Position _____	Telephone _____
Organization _____	Location _____	

Have you ever failed to be rehired or been discharged from a teaching position?      **Yes**      **No**

If yes, please describe the circumstances:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

**The following information is used to determine employee eligibility for certain retirement benefits**

*Please indicate below the districts, dates and number of years you have been employed in New Jersey public schools or New Jersey public agencies:*

District or Agency: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_  
District or Agency: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_  
District or Agency: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_

*Please indicate below the approved private schools, dates and years you have been employed in New Jersey Private Schools for Students with Disabilities*

School: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_  
School: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_  
School: \_\_\_\_\_  
Date from: \_\_\_\_\_ to: \_\_\_\_\_ Number of years: \_\_\_\_\_

**I understand and agree that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or termination of employment at any of the Gramon Family of Schools if I have been employed.**

**I give the Gramon Family of Schools the right to investigate all references and to secure additional information about me, if job related; I hereby release from liability the Gramon Family of Schools and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.**

\_\_\_\_\_  
Signature Date

**The Gramon Family of Schools is an equal opportunity employer.**