



## Educational Background

| School | Years/Completed | Degree/ Diploma | GPA/<br>Class Rank | Major | Minor |
|--------|-----------------|-----------------|--------------------|-------|-------|
|        |                 |                 |                    |       |       |
|        |                 |                 |                    |       |       |
|        |                 |                 |                    |       |       |

List any foreign Language(s) you know and check the boxes that describe your skill level.

| Language | Speak Some | Speak Fluently | Read | Write |
|----------|------------|----------------|------|-------|
|          |            |                |      |       |
|          |            |                |      |       |

**References:** List the name and telephone number of three business/work references who are not related to you and are not previous supervisor. If this is not applicable, list three school or personal references that are not related to you.

| Name and Address | Telephone Number | Years Known |
|------------------|------------------|-------------|
|                  |                  |             |
|                  |                  |             |
|                  |                  |             |

List professional, trade, business, or civic associations and any other offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status).

| Organization | Offices Held |
|--------------|--------------|
|              |              |
|              |              |

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, National origin, age, color, disability or other protected status).

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List any additional information you would like us to consider:

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**Employment History:** List your last three (3) employers, assignments, or volunteer activities starting with the most recent. Explain any gaps in employment in the comments section below.

|  |                  |                                |   |
|--|------------------|--------------------------------|---|
| <b>Employer</b>  | <b>Telephone</b> | <b>Dates Employed</b>          | <b>Summarize the nature of the work performed and the job responsibilities:</b> |
| Address  |                  | From                      To   |   |
| Job Title  |                  | Hourly Rate/Salary<br>Starting |   |
| Immediate Supervisor & Title                                 |                  | \$                      Per    |   |
| Reason for Leaving   |                  | Hourly Rate/Salary<br>Final    |   |
| May we contact for reference?<br>Yes                      No |                  | \$                      Per    |   |
| <b>Employer</b>  | <b>Telephone</b> | <b>Dates Employed</b>          | <b>Summarize the nature of the work performed and the job responsibilities:</b> |
| Address  |                  | From                      To   |   |
| Job Title  |                  | Hourly Rate/Salary<br>Starting |   |
| Immediate Supervisor & Title                                 |                  | \$                      Per    |   |
| Reason for Leaving   |                  | Hourly Rate/Salary<br>Final    |   |
| May we contact for reference?<br>Yes                      No |                  | \$                      Per    |   |
| <b>Employer</b>  | <b>Telephone</b> | <b>Dates Employed</b>          | <b>Summarize the nature of the work performed and the job responsibilities:</b> |
| Address  |                  | From                      To   |   |
| Job Title  |                  | Hourly Rate/Salary<br>Starting |   |
| Immediate Supervisor & Title                                 |                  | \$                      Per    |   |
| Reason for Leaving   |                  | Hourly Rate/Salary<br>Final    |   |
| May we contact for reference?<br>Yes                      No |                  | \$                      Per    |   |

Comments (including explanation of any gaps in employment):

Skills and qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position, which you are applying.

## Employee At-Will Statement

**Please read carefully:**

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the Passaic County Elks Cerebral Palsy Center's service if I have been employed. All information provided will be verified.

I give the Passaic County Elks Cerebral Palsy Center the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the Passaic County Elks CP Center and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The Passaic County Elks Cerebral Palsy Center is an Equal Opportunity Employer. The Passaic County Elks Cerebral Palsy Center does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law. The Passaic County Elks CP Center does not discriminate in hiring on the basis of race, creed, color, sex, national origin, ancestry, age, or handicap.

I understand it is the Passaic County Elks Cerebral Palsy Center's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the Passaic County Elks CP Center and still wish to be considered for employment, it will be necessary to fill out a new application.

In consideration of my employment, I agree to conform to the rules and regulations of the Passaic County Elks Cerebral Palsy Center and further agree that my employment and compensation can be terminated with or without cause or Notice at the option of either the CP Center or myself (subject to contract provisions).

All final candidates for employment must be finger printed for a criminal history background check prior to the start of employment. Pursuant to New Jersey Statutes 18A: 6-7.1 et seq., all employees of a public school district or of an agent contracted by that district, who have regular contact with pupils must submit to a criminal history background check. This law is effective for all employees hired or contracted by the district.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_