

# ADMINISTRATIVE APPLICATION BLANK

**Manasquan Board of Education  
Manasquan, New Jersey 08736**

*Interview notations (this section for office use only).*

*Salary guide credit (years)* \_\_\_\_\_

*Salary quoted* \_\_\_\_\_

*Total graduate credits beyond degree* \_\_\_\_\_

*Additional compensation* \_\_\_\_\_

*Comments* \_\_\_\_\_

*Interviewed by* \_\_\_\_\_

*Date* \_\_\_\_\_

*Date approved by board of education* \_\_\_\_\_

*Starting date, employment* \_\_\_\_\_

Return this application to  
**Superintendent  
Manasquan Public School District  
169 Broad Street  
Manasquan, New Jersey 08736**

**Position for which you are applying.**

1. Name (last) (first) (middle or maiden name)

2. Present address Telephone

3. Permanent address Telephone

4. Types of certificates held

5. Undergraduate Major \*Total semester hours

Undergraduate Minor \*Total semester hours

\*this must be accurate; do not guess or estimate.

6. Educational and professional training.

Name of school or institution	Major/Minor	Year graduated or last enrolled	Diploma or degree
High sch.			
Location			
College			
Location			
College			
Location			
Grad.school/other			
Location			

List **all** colleges/universities attended. Proof of all degrees and graduate work must be furnished within 10 days of hiring.

7. Administrative & teaching experience (include student teaching); **ALL** experience must be listed.

Name of school	Location	Grade/Subject	Immediate Supervisor	Dates: From.....To	Years & Months	Reason for leaving

8. Are you under contract at present?

9. When will you be available?

10. Present salary? Lowest salary you would accept?

11. Do you possess computer/technology skills?  
If so, explain:

12. Military service:      branch highest rank  
 Length of service (years & months)      ; from to  
 Type of discharge

13. Are you a citizen of the United States?

14. Condition of health, past two years \_\_\_\_\_ . In the past 12 months, how many days have you lost from work because of illness?

15. Please give any additional information regarding your background or experience; include college activities, honors received, offices held, service club(s) membership, etc.

16. **References:** give references (with **current** addresses) including superintendents and principals under whom you have taught and those who have firsthand knowledge of your character, personality, scholarship, and/or teaching ability.

Name	Address	Official position or title

17. ***A personal interview is required before any appointment for any position is made. Interviews are not granted until there is a position vacant for which the candidate qualifies.***

Applicant's signature \_\_\_\_\_

Social Security number \_\_\_\_\_

Teachers' Pension Fund account number \_\_\_\_\_

Date \_\_\_\_\_

**THE MANASQUAN PUBLIC SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**