

BLACK HORSE PIKE REGIONAL SCHOOL DISTRICT

580 Erial Road, Blackwood, New Jersey 08012-4550

(856) 227-4106 • Fax (856) 227-6835

www.bhprsd.org

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

TRITON REGIONAL HIGH SCHOOL
250 Schubert Avenue
Runnemede, NJ 08078-1796

HIGHLAND REGIONAL HIGH SCHOOL
450 Erial Road
Blackwood, NJ 08012-4599

TIMBER CREEK HIGH SCHOOL
501 Jarvis Road
Erial, NJ 08081-2169

DATE: _____

SUPPORT STAFF APPLICATION FORM

- AV/TV TECHNICIAN
- BUS AIDE
- BUS DRIVER (MUST HAVE PS ENDORSEMENT)
- CAFETERIA
- CLASSROOM AIDE
- COMPUTER TECHNICIAN
- OFFICE
- MAINTENANCE

NAME: _____

HOME TELEPHONE: _____

ADDRESS: _____

CELL PHONE : _____

SOCIAL SECURITY #: _____

ARE YOU RELATED TO ANY PRESENT EMPLOYEE OF THE DISTRICT? Yes No

DO YOU LIVE WITHIN THE DISTRICT BOUNDRIES? Yes No

IF YES, PLEASE STATE NAME, LOCATION AND POSITION: _____

HAVE YOU WORKED OR HAVE YOU BEEN EDUCATED UNDER A DIFFERENT NAME? YES NO
IF YES, PLEASE STATE NAME: _____

ARE YOU OVER THE LEGAL AGE OF 18? YES NO

DO YOU SPEAK, READ, OR WRITE ANY OTHER LANGUAGES? YES NO
IF YES, PLEASE INDICATE: _____

INDICATE YOUR PREFERENCE FOR THE SCHOOL YOU WOULD LIKE TO BE ASSIGNED.

- HIGHLAND
- TIMBER CREEK
- TRITON
- DISTRICT OFFICE
- NO PREFERENCE

WHEN WOULD YOU BE AVAILABLE FOR AN INTERVIEW? _____

IF SELECTED, WHEN COULD YOU BEGIN WORKING? _____

IF SELECTED, WHAT IS THE SALARY YOU EXPECT TO EARN IN THIS POSITION? _____

ARE YOU PRESENTLY EMPLOYED? YES NO PRESENT SALARY: _____

NAME PRESENT EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

LIST PREVIOUS WORK EXPERIENCE BELOW. START WITH THE MOST RECENT WORK EXPERIENCE ON LINE 1 AND WORK BACKWARDS:

DATES (FROM / TO)	COMPANY AND ADDRESS	DUTIES / RESPONSIBILITIES
1.		
2.		
3.		
4.		

LIST ALL SCHOOLS AND TRAINING SESSIONS ATTENDED AFTER JUNIOR HIGH SCHOOL:

NAME OF SCHOOL AND LOCATION	DATES ATTENDED	DIPLOMA EARNED

LIST OTHER EXPERIENCES WHICH WOULD HAVE HELPED PREPARE YOU FOR THIS POSITION:

FOR THOSE APPLYING FOR OFFICE STAFF POSITIONS, PLEASE FILL SPACES BELOW:

WORDS PER MINUTE – TYPING: _____

WORDS PER MINUTE – STENO: _____

WORD PROCESSING EXPERIENCE: _____

SPREADSHEET EXPERIENCE: _____

IF NOT SELECTED FOR THIS POSITION, DO YOU WISH US TO RETAIN YOUR APPLICATION IN OUR ACTIVE FILE FOR CONTACT IF ANOTHER POSITION OPENS? **YES** **NO**

IF NOT SELECTED FOR THIS POSITION, WOULD YOU BE WILLING TO SERVE AS A SUBSTITUTE IN A POSITION SIMILAR TO THE ONE FOR WHICH YOU HAVE APPLIED? **YES** **NO**

ADDITIONAL INFORMATION WHICH YOU BELIEVE WE SHOULD HAVE TO AID US IN THE SELECTION PROCESS:

REFERENCES – PLEASE LIST PERSONS QUALIFIED AND WILLING TO PROVIDE PROFESSIONAL AND CHARACTER REFERENCES FOR YOU. INCLUDE YOUR IMMEDIATE SUPERVISOR FOR THE LAST TWO JOBS YOU HAVE HELD.

NAME	ADDRESS AND PHONE NUMBER	TITLE / RELATIONSHIP
1.		
2.		
3.		
4.		

NOTE TO APPLICANT – PLEASE DO NOT WRITE IN THE SPACE BELOW

Interview Date: _____ Interviewer(s): _____

Recommendation: _____

RFR: _____