

**CERTIFIED STAFF FORM**

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_ Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

Start Date \_\_\_\_\_ Marital Status \_\_\_\_\_ Full or Part Time \_\_\_\_\_

School(s) \_\_\_\_\_ Position \_\_\_\_\_

Emergency Contact Name/ Relationship \_\_\_\_\_

Emergency Contact Phone Number/Mailing Address/Email \_\_\_\_\_

**Ethnicity (Please check Y or N)**

\_\_\_\_Y = Hispanic or Latino-A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish Culture or origin, regardless of race.

\_\_\_\_N = Not Hispanic or Latino

**Please check one or more:**

Race American Indian \_\_\_\_\_ Race Asian \_\_\_\_\_ Race Black \_\_\_\_\_

Race Pacific \_\_\_\_\_ Race White \_\_\_\_\_

Languages spoken other than English \_\_\_\_\_

**Highest Level of Education Completed**

- 1 = High School
- 2 = Vocational certificate
- 3 = Specialist's degree
- 4 = Graduate certificate
- 5 = Associate's degree
- 6 = Bachelor's degree
- 7 = Master's degree
- 8 = Doctoral degree
- 9 = Other

**Highly Qualified**

- 1 = No, not highly qualified
- 2 = Does not need to be highly qualified
- 3 = Yes, passed the Praxis/NTE
- 4 = Yes, by the House Matrix
- 5 = Yes, has 30 credits in content area
- 6 = Yes, has graduate degree in subject area
- 7 = Yes, has undergraduate degree in subject area
- 8 = Yes, is Nationally Board Certified

Years in Audubon Public School District - \_\_\_\_\_

Years in New Jersey working for another School District - \_\_\_\_\_  
(Before being employed by this School District)

Years working for a School District not in New Jersey - \_\_\_\_\_

**COMPLETE IF APPLICABLE**

**Teacher Prep**

1 = Alternate Route

**Credential Type**

1 = Standard certificate/license/endorsement

2 = Traditional  
From what school:

Location:  
\_\_\_\_\_

2 = Provisional  
3 = Emergency  
6 = Non-citizen  
7 = Certificate of Eligibility (CE) only  
8 = Certificate of Eligibility with Advanced Standing  
(CEAS) only

***(PLEASE COMPLETE BOTH SIDES)***

**PLEASE CIRCLE ONE**

**ENTRY CODE (an indication of where the staff member is coming from)**

**From a teaching position:**

03 = In another NJ public school district  
04 = In a public school district outside NJ  
05 = In a non-public school  
06 = In a college or university

**From an administrative or supervisory position:**

11 = In another NJ public school district  
12 = In a public school district outside of NJ  
13 = In a non-public school  
14 = In a college or university

**From an educational support services position:**

17 = In another NJ public school district  
18 = In a public school district outside of NJ  
19 = In a non-public school, college, or university  
20 = In a college or university

**From a college or university program of study:**

21 = In a NJ public college or university  
22 = In a private NJ college or university  
23 = In a public or private college or university outside of NJ

**From home duties:**

29 = Returning to a certified position from home duties

**Return from an approved leave of absence without pay:**

30 = From maternity leave  
31 = From sabbatical leave  
32 = From another leave of absence

**From military service:**

60 = From a branch of the military service

**From employment in a non-teaching occupation:**

70 = From a position of employment in a non-teaching occupation

**From employment in a non-teaching occupation:**

72 = From a position other than any listed