

**EAST HANOVER TOWNSHIP BOARD OF EDUCATION  
OFFICE OF THE SUPERINTENDENT  
20 School Avenue  
East Hanover NJ 07936  
(973) 887-2112 FAX (973) 887-6716**

**APPLICATION FOR NON-CERTIFICATED EMPLOYMENT**

**A. Personal Data**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Social Security Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**B. Education and Professional Training**

Schools Attended Name and Location	Dates Attended	Course or Major Subjects	Degree Received	Semester Hours

**C. Position(s) Applied For:** *(Check all that apply.)*

Position	Full-Time	Part-Time	Substitute	Qualifications
Cafeteria/Playground Aide	//			HS Diploma
Custodian/Maintenance				HS Diploma Black Seal License
Secretary/Clerk-Typist *				HS Diploma; standard office skills
Bus Driver				CDL license, recent criminal history & physical
Bus Aide	//			HS Diploma

**NOTE:** Applicants should include a brief resume or letter that details experience and job skills.

\* All secretaries/clerk-typists are required to take a typing test and a computer literacy test.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_

**D. Work Experience** *(Please list most recent employer first.)*

Employer Name & Address	Start Date	End Date	Type of Work	Salary	Reason for Leaving

Are you currently employed? \_\_\_\_\_ If so, may we contact your present employer? \_\_\_\_\_

Present employer name and telephone number \_\_\_\_\_

When would you be available for employment in the East Hanover Schools? \_\_\_\_\_

**E. References:**

Please provide information about three (3) work-related references that are not related to you.

Name	Address	Phone Number

By signing and submitting this form, I authorize the East Hanover Township Board of Education to conduct a background check on me, including but not limited to criminal investigations. I further certify that my statements on this application are true, and that I understand that any misrepresentation or omission of facts may be considered cause for dismissal, if I am subsequently employed by the East Hanover Township Board of Education.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

The East Hanover Township Board of Education is an affirmative action employer. The law protects the right of equal employment opportunity regardless of race, religious creed, national origin, ancestry, sex, age, marital or veteran status, or the presence of a non-job-related medical condition or disability.