

# SOMERSET COUNTY VOCATIONAL & TECHNICAL SCHOOLS

P.O. Box 6350

North Bridge Street & Vogt Drive

Bridgewater, NJ 08807

## PROFESSIONAL EMPLOYMENT APPLICATION

Applicant's Name \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_

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|                      | Day                      | Evening                  |
|----------------------|--------------------------|--------------------------|
| Full-time Employment | <input type="checkbox"/> | <input type="checkbox"/> |
| Part-Time Employment | <input type="checkbox"/> | <input type="checkbox"/> |
| Substitute Teaching  | <input type="checkbox"/> | <input type="checkbox"/> |

Due to the uniqueness of the learning experience offered in our vocational & technical schools, we desire to obtain from applicants detailed information about their qualifications so as to fully assess their potential for employment. We suggest that you review the entire application prior to completing your responses.

# PERSONAL

Name \_\_\_\_\_  
LAST FIRST INITIAL

Permanent Address \_\_\_\_\_  
NUMBER & STREET CITY STATE ZIP TELEPHONE ( )

Present Address (if different) \_\_\_\_\_  
NUMBER & STREET CITY STATE ZIP TELEPHONE ( )

Social Security # \_\_\_\_\_

# ACADEMIC PREPARATION

| Name & Address<br>of High School,<br>College, Graduate or<br>Special School Attended | Dates | Diploma<br>or<br>Degree | Major<br>Prep | Sem.<br>Hrs. | Minor<br>Prep | Sem<br>Hrs. |
|--|-------|-------------------------|---------------|--------------|---------------|-------------|
|  | to    |                         |               |              |               |             |
|  | to    |                         |               |              |               |             |
|  | to    |                         |               |              |               |             |
|  | to    |                         |               |              |               |             |

# CRAFT/TECHNICAL TRAINING

| Name & Address<br>of Vocational, Technical or<br>Special School Attended | Dates | Describe Nature of Studies |
|--|-------|----------------------------|
|  | to    |                            |
|  | to    |                            |
|  | to    |                            |
|  | to    |                            |
|  | to    |                            |

# CERTIFICATION

| Type of Certificate | Issuing State | Subject Area |
|---------------------|---------------|--------------|
|                     |               |              |
|                     |               |              |
|                     |               |              |

## FULL-TIME EMPLOYMENT IN PUBLIC OR PRIVATE SCHOOLS

In order to make an assessment of your experiences for salary determination, it becomes imperative that you report this information accurately. (List substitute teaching in the part-time employment section.) List most recent assignments first. List full-time employment, nature of contract, including special assignments.

| Name & Address of School District | Public/<br>Private | Dates<br>Month/Year | Nature of Special<br>Responsibility |
|-----------------------------------|--------------------|---------------------|-------------------------------------|
|                                   |                    | to                  |                                     |
|                                   |                    | to                  |                                     |
|                                   |                    | to                  |                                     |

## EMPLOYMENT IN CRAFT OR TECHNICAL FIELD

Report only full-time employment which will have significance in meeting the requirements for certification in vocational and technical areas. List most recent assignments first.

| Name & Address of Employer | Dates<br>Month/Year | Total Number<br>Years/Months | Craft or Trade<br>Utilized | Job<br>Description |
|----------------------------|---------------------|------------------------------|----------------------------|--------------------|
|                            | to                  |                              |                            |                    |
|                            | to                  |                              |                            |                    |
|                            | to                  |                              |                            |                    |

## AVOCATIONAL INTERESTS AND PART-TIME EMPLOYMENT

Briefly describe any activities or interests that you have been involved with that might contribute to your employment at Somerset County Vocational and Technical Schools. (Include substitute teaching)

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## REFERENCES

Give at least three names of individuals qualified to give any information to support your candidacy for the position you seek.

| Name | Position | Complete Address | Telephone |
|------|----------|------------------|-----------|
|      |          |                  |           |
|      |          |                  |           |
|      |          |                  |           |

## CO-CURRICULAR ACTIVITIES

Check the areas that you would be able to direct, coach or supervise.

### CLUBS

- VICA (Vocational Industrial Clubs of America)  
 DECA (Distributive Education Clubs of America)  
 FBLA (Future Business Leaders of America)  
 FFA (Future Farmers of America)

### PUBLICATIONS

- Newspaper  
 Yearbook

### GENERAL

- School Assemblies  
 Social Activities  
 Field Trips

### SPORTS

- Baseball                       Bowling                       Skiing  
 Basketball                       Cheerleading                       Other

## MILITARY SERVICE

Give exact dates, positions held and type of service:

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## CURRENT EMPLOYER

Immediate Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Dates \_\_\_\_\_ Date Available for Employment \_\_\_\_\_

Number of days absent from work during the past year for illness and personal reasons \_\_\_\_\_

Current Salary \_\_\_\_\_ Salary Expected \_\_\_\_\_

Briefly give a statement of any information that you feel would be pertinent to this application:

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Date \_\_\_\_\_

Type Full Name \_\_\_\_\_

By typing your full name, you are indicating that all information is correct

## EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the Somerset County Vocational School District to provide equal educational opportunities regardless of race, creed, color, gender, religion, ancestry, national origin, age, affectional or sexual orientation, marital status, disability, social or economic status, or English proficiency. Inquiries may be directed to the Somerset County Vocational & Technical Schools' Affirmative Action Officer at (908) 526-8900.

**State of New Jersey**  
**Sexual Misconduct/Child Abuse Disclosure Release**  
**P.L. 2018, c. 5**  
*Effective June 1, 2018*

*P.L. 2018, c. 5* concerns school employees and supplements chapter 6 of Title 18A of the New Jersey Statutes. This law prohibits a school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (collectively referred to as "hiring entity") from employing a person serving in a position which involves regular contact with students unless the hiring entity conducts a review of the employment history of the applicant by contacting former and current employers and requesting information regarding child abuse and sexual misconduct.

**The applicant must submit this form for (1) all current employers and (2) to former employers within the last 20 years that were school entities or where the applicant was employed in a position that involved direct contact with children. The applicant will submit completed copies of this form to the hiring entity. The hiring entity will then submit this form to each of the current or former employers for completion of Section 2.**

**Applicant, please complete the information immediately below and Section 1 of this form and return it to the hiring entity. Please complete additional forms as necessary for each of your current and former employers for the last 20 years that were school entities or where you were employed in a position that involved direct contact with children.**

To:

Name of Current or Former Employer:

[ ] No applicable employment

Street Address:

City, State, Zip:

Telephone Number:

\_\_\_\_\_, is under consideration for a position with \_\_\_\_\_. The individual whose name appears herein has reported previous employment with your entity. As required by *P.L. 2018, c. 5*, please provide the information requested in Section 2 of this form within **20 days** of receipt.

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**Section 1: Applicant Certification and Release**

**(to be completed by the applicant even if the applicant has no current or prior employment to disclose)**

Applicant Name (First, Middle, Last):

Date of Birth:

Any former names by which the Applicant has been identified:

Last 4 digits of Applicant's Social Security Number:

Approximate dates of employment with the entity listed above:

Position(s) held:

Have you (Applicant) ever:

- Yes  No    Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (\*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?
- Yes  No    Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?
- Yes  No    Had a license, professional license, or certificate suspended, surrendered, or revoked (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?

**By signing this form, I (the applicant) certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that willfully providing false information or willfully failing to disclose information required in Section 1 of this form, as required by *N.J.S.A. 18A:6-7.7*, may subject me to discipline up to, and including, termination or denial of employment; may be a violation of *N.J.S.A. 2C:28-3*; and may subject me to a civil penalty of not more than \$500, which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," *P.L. 1999, c. 274*.**

**By signing this form, I also hereby authorize the above-named employer to disclose the information requested in Section 2 and release related records pertaining to the disclosures identified in SECTION 2. I understand that pursuant to *N.J.S.A. 18A:6-7.7*, the above-named employer is released from liability that may arise of the disclosure or release of records.**

Signature of Applicant

Date

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## Section 2: Current/Former Employer Verification

**(to be completed by the applicant's current employer(s) and all former employers that were school entities or former employers in which the applicant had direct contact with children). Please complete the information below and return this form to the hiring entity.**

*N.J.S.A. 18A:6-7.7(b)* provides that a hiring entity shall not employ for pay or contract for the paid services of any person in a position that involved regular contact with students unless the hiring entity conducts a review of the employment history of applicant by contacting those employers listed by the applicant under the provisions of *N.J.S.A. 18A:6-7.7(a)* and collecting the information requested below.

Employing Entity receipt date:

Received by:

Applicant's dates of employment:

Contact phone #:

To the best of your knowledge, has the applicant ever:

- Yes  No Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (\*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?
- Yes  No Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?
- Yes  No Had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct?

Current/Former Employer Representative Signature

Date

Current/Former Employer Representative Title

**If a current or former employer responds to any Section 2 disclosure in the affirmative, the hiring entity may request additional information regarding the disclosure by requesting that the current or former employer complete the Sexual Misconduct/Child Abuse Disclosure Information Request form within 20 days and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct. Pursuant to *N.J.S.A. 18A:6-7.11*, a current or former employer that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to, and not in limitation of, any other immunity provided by law.**

**The failure of a current or former employer to provide the information requested in Section 2 within the 20-day timeframe required by *N.J.S.A. 18A:6-7.9* may be grounds for the automatic disqualification of an applicant from employment with the hiring entity. The hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated: (1) because of any information received by the hiring entity from an employer pursuant to *N.J.S.A. 18A:6-7.7*; or (2) due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to *N.J.S.A. 18A:6-7.7*.**

Return all completed information to:

Hiring Entity:

Address:

Phone #:

City:

State:

Zip:

Fax or Email:

**State of New Jersey**  
**Sexual Misconduct/Child Abuse Disclosure Release Instructions**  
**P.L. 2018, C. 5**  
**Effective June 1, 2018**

**Instructions**

This standardized form has been developed by the New Jersey Department of Education, pursuant to *P.L. 2018, c. 5*, to be used by hiring entities and by applicants, who would be employed by, or in, a school, in a position involving regular contact with students. This form satisfies the statutory requirement to provide information related to child abuse or sexual misconduct. An applicant who would be employed by or in a school in a position having regular contact with students must provide the information requested in Section 1 of this form and sign the authorization for the disclosure by the applicant's current and former employers of the information requested in Section 2 of this form.

The applicant shall complete one form for the applicant's current employer(s) and separate forms for each of the applicant's former employers for the last 20 years that were school entities or where the applicant was employed in a position having direct contact with children. The applicant will submit this form in its entirety, with the information on Page 1 and Section 1 completed, to the hiring entity. The applicant must also authorize, by signature, the release of information regarding child abuse and/or sexual misconduct from the current and/or former employers to the hiring entity. The hiring entity is prohibited from hiring an applicant for a position involving regular contact with students if the applicant does not provide the information and authorization required by law.

Upon completion by the applicant, the hiring entity shall submit the form to the applicant's current and former employers to complete Section 2 of this form. A hiring entity may not employ an applicant who does not provide the required information for a position involving regular contact with students.

If a current and/or former employer responds to any Section 2 disclosure in the affirmative, the hiring entity may request additional information regarding the disclosure by requesting that the current and/or former employer complete the Sexual Misconduct/Child Abuse Disclosure Information Request form and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct. Upon providing documentation due to an affirmative response, every measure should be taken to ensure student privacy and confidentiality. All student identifiers should be redacted prior to release.

**Relevant Statutory Definitions Pursuant to N.J.S.A. 18A:6-7.6**

**Child abuse** is defined as any conduct that falls under the purview and reporting requirements of *P.L. 1971, c. 437* (*N.J.S.A. 9:6-8.8 et seq.*) and is directed toward or against a child or student, regardless of the age of the child or student.

**Sexual misconduct** is defined as any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent or erotic contact with a student.

**ADDITIONAL INFORMATION**

Per *N.J.S.A. 18A:6-7.9*, a hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if: (1) the applicant is offered employment or commences employment with the hiring entity following the effective date of this act; and (2) information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment with the hiring entity. The termination of employment pursuant to *N.J.S.A.*

18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collective bargaining agreement or negotiated agreement or any law, rule, or regulation.

Per *N.J.S.A. 18A:6-7.10*, after reviewing the information disclosed in Section 1 and/or Section 2 of this form, and finding an affirmative response to any of the inquiries, the hiring entity, prior to determining to continue with the applicant's job application process, shall make further inquiries of the applicant's current or former employer to ascertain additional details regarding the matter disclosed. The hiring entity should use its discretion, consistent with statute, in the event that a current/former employer is no longer in operation or fails to respond to Section 2 of this form.

The hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed 90 days pending the hiring entity or independent contractor's review of information received related to Section 1 and/or Section 2 of this form, provided that all of the following conditions are satisfied: (1) the applicant has complied with *N.J.S.A. 18A:6-7.7*; (2) the hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to *N.J.S.A. 18A:6-7.7(a)(3)*; and (3) the hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.

The sexual misconduct or child abuse disclosures articulated herein are required in addition to satisfying any pre-existing requirements for employment in a school, including a criminal history review, pursuant to *N.J.S.A. 18A:6-7.1* and *N.J.A.C. 6A:9B-4.2*.

### **Open Public Records Act**

Pursuant to *N.J.S.A. 18A:6-7.11*, information received by a hiring entity under this Act shall not be deemed a public record under *P.L. 1963, c. 73* or the common law concerning access to public records.

### **Immunity**

Pursuant to *N.J.S.A. 18A:6-7.11*, a current or former employer that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to, and not in limitation of, any other immunity provided by law.

### **Contact**

For more information, please contact the [County Office of Education](#) for the hiring entity.