

**PLEASE COMPLETE AND RETURN IMMEDIATELY TO LAURIE CREA  
IN THE SUPERINTENDENT'S OFFICE**

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

Date of Birth \_\_\_\_\_ Start Date \_\_\_\_\_ Full or Part Time \_\_\_\_\_

School(s) \_\_\_\_\_ Position \_\_\_\_\_ Marital Status \_\_\_\_\_

Ethnicity \_\_\_\_\_

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

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
  - 2 = Traditional
- From what school:

\_\_\_\_\_

Location:

\_\_\_\_\_

**Credential Type**

- 1 = Standard certificate/license/endorsement
- 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