

**Delaware Department of Education**

401 Federal Street, Suite 2

Dover, Delaware 19901

**APPLICATION FOR EMPLOYMENT**

***Personal Information***

Last name		First	MI	Social Security No.	
				- -	
Street address					
City	State	ZIP	Home telephone	Work telephone	
Position applied for					

***Educational History***

School Name	Location (city, state)	Major Course or Subject	Dates Attended		Graduated		Degree
			From	To	Yes	No	
High school							
College (list all attended)							
Other education/training							

***Educational Experience***

School Name	Administrative or Teaching Position	Title of Position	Date	
			From	To

***Experience Other Than Educational***

Starting with present or most recent, list all previous employers. . If more space is required, please continue on a separate sheet.

Name of Present Employer	Type of business	Type or classification of job
Street address	Phone number	Brief description of job duties
City	State	ZIP code
Dates worked: From                      To		
Name of Previous Employer	Type of business	Type or classification of job
Street address	Phone number	Brief description of job duties
City	State	ZIP code
Dates worked: From                      To		

***Professional Certificates Currently Held (Delaware and/or other)***

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

***Military Record***

Branch of service	From	To
Present military affiliation:		
None	Reserve (active)	Reserve (inactive)

***Have you ever been convicted of a Felony or Class A Misdemeanor?***

Yes                       No

*If yes, identify date, location, type of offense and disposition of any criminal charge(s).*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**OFFICIAL TRANSCRIPTS** of all college and university courses (high school transcripts in the case of secretaries) must be received before being considered for a position. Please arrange for these transcripts to be mailed **IMMEDIATELY** to Office of Human Resources, State Department of Education, 401 Federal Street, Suite 2, Dover, Delaware 19901.

"No person shall be employed as superintendent of schools, supervisor, principal, or teacher, nor shall any salary be paid to such person unless he or she shall hold a certificate issued by the Delaware State Board of Education, of the kind and grade required for the position." Delaware Code, Title 14, Section 1092.

Reasonable accommodations are available for qualified applicants with disabilities in all phases of the application and employment process. Persons with disabilities must request such accommodations.

Direct deposit of paychecks is a condition of employment for all new employees hired after December 31, 1995.

*The Delaware Department of Education is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, age or Vietnam Era veteran's status in employment, or its, programs and activities.*

**DELAWARE DEPARTMENT OF EDUCATION  
VOLUNTARY AFFIRMATIVE ACTION SUPPLEMENT  
TO  
APPLICATION FOR EMPLOYMENT**

**Note to applicant**

In compliance with Executive Order Number 24 issued by the Governor of the State of Delaware on May 8, 1986 (as amended by Executive Order number 50 dated November 10, 1987), and with the Affirmative Action Policy of the Delaware State Board of Education and in accordance with Rules and Regulations of the Federal Equal Employment Opportunity Commission, it is requested that you supply the following information about yourself as a supplement to the application for employment that you have presented or are considering presenting to the State Department of Education.

This form will be filed separately from your Application for Employment, and is to be used only for those purposes that contribute to the implementation of an affirmative action program of employment.

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

Position for which application is made: \_\_\_\_\_

Name as shown on the application form: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

How did you find out about this position?

- Newspaper  Specify which one.
- Web Site  Specify which one.
- DOE employee
- Other Source  Specify

Race/Ethnicity:

- |                 |                          |                  |                          |
|-----------------|--------------------------|------------------|--------------------------|
| Alaskan Native  | <input type="checkbox"/> | Hispanic         | <input type="checkbox"/> |
| American Indian | <input type="checkbox"/> | Other            | <input type="checkbox"/> |
| Asian           | <input type="checkbox"/> | Pacific Islander | <input type="checkbox"/> |
| Black           | <input type="checkbox"/> | White            | <input type="checkbox"/> |

Are you able to perform the essential functions of the job with or without a reasonable accommodation?

With  Without

If an accommodation is necessary, briefly explain what accommodation would be needed.

\_\_\_\_\_  
\_\_\_\_\_

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