



BERLIN TOWNSHIP SCHOOL DISTRICT

*Adam Lee*  
Superintendent

(856) 767-9480 Fax (856) 767-8235 225 Grove Avenue West Berlin, NJ 08091

[www.btwpschools.org](http://www.btwpschools.org)

*Megan Stoddart*  
Business Administrator

*Dina Bottley*  
Supervisor Curriculum and Instruction

*Kristin Braidwood*  
Supervisor of Special Services

*Thomas Cunningham*  
Technology Coordinator

*Charles Pfluger, C.E.F.M.*  
Supervisor Buildings and Grounds

To: Applicant

From: Adam Lee, Superintendent

RE: Application Process

Thank you for your interest in Berlin Township School District. In order for you to be considered for a posted position, we must have a completed application on file.

Please complete the enclosed new employee application. In addition to the application, please provide the following:

- Cover Letter
- Current Resume
- Completed Application
- Copies of all NJ Certificates or Certificates of Eligibility

Should you have any questions, please feel free to contact me at 856-767-9480 extension 1111.

*Berlin Township School District is an Equal Opportunity*



**BERLIN TOWNSHIP SCHOOL DISTRICT**

**NEW EMPLOYEE APPLICATION**

**DATE:** \_\_\_\_\_ **S.S. No.** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
*Last First M*

**ADDRESS:** \_\_\_\_\_  
*Street City State Zip Code*

**PHONE:** H ( ) \_\_\_\_\_ **EMAIL:** \_\_\_\_\_ C ( )  
\_\_\_\_\_ )

**Position(s) Applying For:** \_\_\_\_\_

**Present Position/Status:** \_\_\_\_\_

**Date of Availability** \_\_\_\_\_

**Certification(s) Held:** \_\_\_\_\_

**Highly Qualified Status (List Areas):** \_\_\_\_\_

**Present Salary** \_\_\_\_\_

**Expected Salary** \_\_\_\_\_

**List College Activities, Honors, et.** \_\_\_\_\_

**Ever worked in or retired from a position in a NJ State Pension System**      **Yes**      **No**

**Ever Been Convicted of A Crime?**      **Yes**      **No**

*If Yes, Please Explain:*

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

**EDUCATION**

Name of School & Location (including High School, College, Graduate, Other)	Dates	Degree or Diploma	Major/Minor Credits

**EXPERIENCE**

Name of School and/or Company & Location	Dates	Number of Years	Nature of Work (List Grades/ Subjects Taught)

**REFERENCES**

*List at least three (3) names and contact information of persons qualified to give any information to show your fitness for the position you are seeking. Please include Superintendents and Principals under who you have taught/worked.*

Name	Address	Telephone
<b>Credentials are on File At:</b>		

**Please add any additional information you believe will assist in arriving at a true estimate of your qualifications:**

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**Please submit this application to:**

Mr. Adam Lee  
Superintendent of Schools  
Berlin Township School District  
225 Grove Avenue  
West Berlin, NJ 08091

I certify that all the information provided in this application and attached resume is true to the best of my knowledge and belief.

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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