

MANCHESTER TOWNSHIP SUBSTITUTE INFORMATION SHEET

Board Approval Date: _____

Position: Please Circle:

Teacher

Secretary

Instructional Aide

Lunch Aide

Date: 5/15/15

SS#: [REDACTED]

Name: Kimberly Peel

Address: [REDACTED]

[REDACTED]

Telephone: [REDACTED]

You MUST have your Social Security card and valid Drivers license with you when you submit your application packet.

(Do Not Write Below This Line)

☒	Staff Application
☒	Fingerprints Letter
☐	Emergent Form
☐	MorphoTrak w/receipt
☐	Administrative Fee Payment Receipt
☒	TB Test
☒	I-9
☒	W-4
☒	ID & SS
☒	Teacher/Sub Certificate or
☐	Sub Application
☐	Oath of Allegiance
☐	Certified Check/Money Order (\$125)
☐	Transcripts
☒	Direct Deposit Form

District: _____

[REDACTED]
TK

EMPLOYMENT APPLICATION
CERTIFICATED STAFF
MANCHESTER TOWNSHIP SCHOOLS

732-350-5900
732-350-0436 (FAX)

121 Route 539
Whiting, NJ 08759

Position Desired:

☒ Substitute
☐ Regular Full-time

I. PERSONAL INFORMATION (Please print or type)

DATE: 5/15/15

NAME: Last Reel First Kimberly Middle A
ADDRESS: [REDACTED]
Number/Street City/State Zip Code
TELEPHONE: [REDACTED] SOCIAL SECURITY NO. [REDACTED] TPAF No. [REDACTED]
Area Code Number

ARE YOU A CITIZEN OF THE UNITED STATES?

Yes ☒

No ☐

GENERAL CONDITION OF HEALTH

good health

ARE YOU WILLING TO TAKE A PHYSICAL EXAM?

Yes ☒

No ☐

HAVE YOU EVER BEEN CONVICTED OF A CRIME?

Yes ☐

No ☒

If yes, explain:

CRIMINAL HISTORY REVIEW:

Have you submitted to the fingerprinting process through another district in New Jersey within the past twelve months?

Yes ☐ No ☒

If yes, which district?

Have you been continuously employed by this district since submitting to the fingerprinting process? Yes ☐ No ☐ Please attach (or forward when received) a copy of the qualification letter from the State Department of Education.

IF APPLYING FOR SUBSTITUTE WORK, PLEASE INDICATE THE DAYS YOU ARE AVAILABLE AND THE SUBJECTS OR GRADES CAPABLE TO TEACH:

Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒
K-2 ☒ 3-5 ☒ 6-8 ☒ 9-12 ☒ List Subjects: [REDACTED]

Do Not Write Below This Line

Interviewed by:

A. Gajda

Date:

8/17/15

Interviewer evaluation:

Recommended

hire

Recommended Step:

Recommended Salary:

AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER

VI. NON-TEACHING EXPERIENCE:

Employer	Description	To	From
1. HAWAIIANIS	SERVER	9/08	7/13
2.			
3.			
4.			

VII. MILITARY SERVICE

Branch of Service	Highest Rank Rating	Date of Service

THE FOLLOWING IS REQUESTED TO COMPLY WITH THE US EEOC AND NJ AFFIRMATIVE ACTION PROGRAMS. THIS DATA IS USED FOR STATISTICAL PURPOSES ONLY. (NOT MANDATORY)

SEX: Male _____ Female ☒

ETHNIC CATEGORIES (PLEASE CHECK ONE)

DATE OF BIRTH: [REDACTED]

White Non-hispanic ☒ Black non-hispanic _____ Hispanic _____
Asian/Pacific Islander _____ American Indian or Alaskan Native _____

State any experience in your life which will contribute to your teaching success:

During my first semester of my senior year I was lucky to be a student teacher for a morning and afternoon kindergarten class. I was able to see how the beginning of the year looks for children just starting school. I started with just observing but started teaching early on. It was so rewarding to see the students understand what I was teaching them. I knew I was making a difference and I knew that this was what I was supposed to be doing.

Kimberly Bui
Signature

5/15/15
Date

NOTE: ATTACH TO THIS APPLICATION THE FOLLOWING:

COPY OF TEACHING CERTIFICATE(S)

COPY OF CRIMINAL HISTORY REVIEW QUALIFICATION LETTER FROM STATE DEPT. OF EDUCATION

EDUCATION INFORMATION

EDUCATIONAL BACKGROUND

	Name of School City and State	Course of Study	Dates of Attendance	Credits/ Degrees	Date of Graduation
High School	High School Greenville, NC		9/98 - 6/02		6/02
Undergraduate	North Carolina Greenville, NC	Education	9/02 - 5/06		5/06
Graduate					

CERTIFICATES HELD

CERTIFICATES HELD	SUBJECTS OR GRADE	STATE
Elementary Education	Elementary	NC
Administrative		

PROFESSIONAL EXPERIENCE INCLUDING PRESENT POSITION

Name of District	Complete Mailing Address	Description (Grade, etc.)	Dates Employed To From	Phone	Reason for Leaving
Greenville	2855 579 Greenville, NC 27831	SWO	2007 - 08	732-751-2482	
Greenville		SWO	2004 - 08		
Greenville	301 Columbus Drive Greenville, NC 27831	Student Teacher	September - December 2005	850-408-2100	

EXTRA-CURRICULAR ACTIVITIES WHICH YOU PARTICIPATE IN:

PROFESSIONAL REFERENCES (List names and addresses of persons best qualified to evaluate your work in public education. Mention all superiors and principals.)

Name	Title/Position	Address: Number/Street/City/State	Zip Code	Telephone No.
John Barone	Principal	2801 E. Highway 21 Greenville, NC	08759	
John Barone	Principal	2801 E. Highway 21 Greenville, NC	08759	
John Barone	Principal	301 Columbus Drive Greenville, NC	08051	
John Barone	Fourth grade teacher	1759 N.W. Highway 21 Greenville, NC	08755	

Four references will be contacted to complete the application process

Kimberly Peel - Tracking Number () - TCIS Tracking Number ()

Licenses Category	Record Type Name	Endorsement	Code	Type	Status
Instructional	Provisional	Teacher of Students with Disabilities	2475	CE	Active
Instructional	Provisional	Elementary School Teacher	1000	CEAS	Active
Instructional	Certificate	Elementary School Teacher	1000	CEAS	Active
Instructional	Certificate	Teacher of Students with Disabilities	2475	CE	Active
Instructional	Provisional	Elementary School Teacher	1000		Inactive
Instructional	Certificate	Students with Disabilities	2475	Standard	Active
Instructional	Certificate	Elementary School Teacher	1000	Standard	Active

Kimberly A. Peel



OBJECTIVE

To obtain an elementary teaching position that will allow me to utilize my creativity and educational experience to help create a love of learning for my students.

EDUCATION

Rowan University, Glassboro, NJ

Bachelor of Arts, Elementary Education and Sociology: May 2006

Elementary Education Certification (K-5)

Cumulative GPA: 3.4

TEACHING EXPERIENCE

Howell Board of Education, Howell, NJ

Substitute Teacher (October 2007-June 2008)

- Substituted for various grade levels, which included all elementary subjects
- Effectively managed the classroom and followed prepared lesson plans
- Ensured a safe environment for students to learn

Spotswood Board of Education, Spotswood, NJ

Substitute Teacher (May 2004-June 2008)

- Substituted for various grade levels, which included all elementary subjects
- Effectively managed the classroom and followed prepared lesson plans
- Ensured a safe environment for students to learn

Centre City Elementary School, Mantua, NJ

Student Teacher, AM and PM Kindergarten (September-December 2005)

- Began the year observing to better understand the classroom dynamics
- Progressed to designing and teaching lesson plans in accordance with the New Jersey State Standards
- Worked hand in hand with primary teacher to ensure students maximized their potential

Holly Heights Elementary School, Millville, NJ

Junior Field Experience, Fourth Grade (September-December 2004)

- Observed and assisted with lessons to learn more about different teaching strategies and techniques that can be used in the classroom on students from all different types of backgrounds and skill levels

Radix Elementary, Glassboro, NJ

Sophomore Field Experience, Fifth Grade (January-May 2004)

- Observed and assisted with lessons to learn more about different teaching strategies and techniques that can be used in the classroom on students from all different types of backgrounds and skill levels

KIMBERLY A. PEEL

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RELATED EDUCATION EXPERIENCE

Ridgeway Elementary School, Manchester Township, NJ

Volunteer, Kindergarten (September-June 2015)

- Assisted primary teacher with daily classroom responsibilities
- Worked with students in small reading groups
- Assisted with the creation of bulletin boards

DECA (Distributive Education Clubs of America)

Volunteer, Central Regional Competition (January 2003, 2004, 2005)

- Assisted in the organization of occupational events
- Judged occupational events and tabulated scores

ADDITIONAL WORK EXPERIENCE

Houlihan's Restaurant, Brick, NJ

Server (September 2008-July 2013)

- Provided courteous customer service
- Effectively worked with other team members to ensure a quality experience for customers

HONORS AND AWARDS

Academic Dean's List, 6 semesters (Rowan University)

Golden Key International Honor Society

Academic All-American Scholar

Graduated with Cum Laude honors (Rowan University)

Wall of Fame Award for academic excellence

REFERENCES

Available upon request