

**RI****Office of the
Postsecondary
Commissioner**560 Jefferson Blvd., Suite 200
Warwick, RI 02886-1304
401-736-1100 | TDD: 401-734-9481
www.riopc.edu**PERSONNEL INFORMATION FOR SCHOOL OWNERS,
CHIEF ADMINISTRATORS & FACULTY**

Applicant's Name: _____ Date: _____

Permanent Address: _____

Telephone Number: _____ Email address: _____

School Name: _____

Position at School: _____

License No. (if applicable): _____ Expiration Date: _____

Expected date of Employment: _____ Full-time _____ Part-time _____

Primary Responsibility or Subject to be taught: _____

Other Responsibilities _____

Complete Record of Education:

	Name of School	Location <i>City, State</i>	Course of Study / Major	Dates of Attendance (Beginning & Ending)	Diploma or Certificate Earned
High School					
Trade School					*
College/University**					*

*Submit copies of degree, certificate or diploma

**College graduates must also submit copies of transcripts

1. Indicate all the training you have had in your specialty (complete only if you are to be employed as an instructor).

Name of School	Location of School <i>City, State</i>	Dates of Attendance (Beginning & Ending)	Diploma or Certificate Earned*	Course of Study / Major

*Submit copies of degree, certificate or diploma



2. List the teaching experience you have had in your specialty (complete only if you are to be employed as an instructor).

Name of School	Location of School <i>City, State</i>	Position Held	Courses/ Subjects Taught	Dates of Service/ # Years

3. To what professional organizations do you belong?

4. Employers during the last 10 years:

Dates Employed Month & Year (To / From)	Position Held / Title	Name of Company	Location of Employer <i>City, State</i>

5. Have you ever been convicted of any violation of law other than a minor traffic violation?
Yes _____ No _____. If yes, give date(s), place(s) of conviction, charge(s) and disposition of each case.

6. Have you ever had a diploma, credential, license or certificate denied, revoked or suspended?
Yes _____ No _____. If yes, explain fully.

7. Have you ever been found guilty of, pleaded guilty to, or entered a plea of *nolo contendere* to a charge of immoral conduct? Yes _____ No _____. If yes, explain fully.

8. Have you ever been dismissed from any position for immoral or unprofessional conduct?
Yes _____ No _____. If yes, explain fully.

9. Affidavit by Respondent

I hereby certify that the information given on these pages and on any attached statements is true and correct to the best of my knowledge.

_____ *Date*

_____ *Signature*

10. Affidavit by Chief School Administrator

I hereby certify that the information given on these pages and on any attached statements is true and correct to the best of my knowledge.

_____ *Date*

_____ *Signature & Title*

If additional space is required to respond fully, please provide the information on a separate attachment and indicate which questions you are answering.