

FACULTY/ADMINISTRATIVE PERSONNEL FORM

Standards: Document 2, Sections II-D, VI-B

Rationale: Institutions document that they employ administrative and instructional staff who possess the appropriate educational background and/or experience to fulfill the duties of their assigned positions. An institution may document the training and experience of its faculty and staff by either: (1) completing this form in its entirety, or (2) completing Section I of this form and attaching it to a resume.

SECTION I (Required for all employees)

Organization: Camphill Academy

Name of Employee: _____

Title/Position:

Date Employed: __

Specific Location of Work Assignment: _

Check the Appropriate Boxes:

Full Time

Part Time

Hourly

Salaried

Other

(Contractor, Consultant, etc)

Employee Signature: _____

Date: _____

SECTION II (Complete if no resume is attached to Section I)

EDUCATIONAL BACKGROUND			
Name of School	Dates Attended	Major Area of Study	Degree/Certificate/Diploma
1.			
2.			
3.			
4.			
5.			

List all work experience that qualifies you for the position you currently hold. Include job titles and dates:

Name of Employer	Position Held	Dates of Employment

List any continuing education/training in your field that you have undertaken in the **past three years**:

CONTINUING EDUCATION

In service training, courses, workshops, conferences, etc.

Date	Venue	City/State

List all occupational licenses, certifications, and registrations which you currently hold:

List special recognitions or awards: