



DATA SHEET FOR STAFF AND FACULTY MEMBERS

*Keep in personnel file at institution; do not send to council office
The data sheet should be updated annually*

750 FIRST STREET, NE, SUITE 980
WASHINGTON, DC 20002-4241
TEL: (202) 336-6780
FAX: (202) 842-2593
WWW.ACICS.ORG

Name of Employee Smith, John R Date of Employment 12/1/2005

Job Title Instructor Full-time or Part-time Full-time

EDUCATION INFORMATION

List below all postsecondary education, beginning with the **most recent**.

Name of Institution	Location	Major	Degree and Date Recieved	Dates Attended
Fresno Technical School	Fresno, CA	Electronics	AS - 5/02	1/01 - 5/02

List below any certificate(s) or license(s) now held.

Name of Certificate/License	Name of Provider	Date Recieved	Expiration Date
Certified Electronics Instructor	State of California	6/07	6/10

EMPLOYMENT INFORMATION

List each position you have held for the past ten years, beginning with the **most recent**.

Name of Employer	Title	Nature of Duties	Dates Employed
Smith Electronic Repair	Owner	Self employed - repaired consumer electronics	8/02 - 8/05



INSTRUCTION/ADMINISTRATION INFORMATION

List your typical duties for a week. List all classes taught and other duties performed, indicating the number of hours spent doing each (D=day, e=evening (please circle)).

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Subject Taught or Duty Performed	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Electronics	8(Day)	8(Day)	8(Day)	8(Day)	8(Day)	

What percentage of your working time has been spent during the past month in:

Teaching 80% Administration 10% Counseling 10% Field Work _____ Other (explain) _____

PROFESSIONAL DEVELOPMENT INFORMATION (for administrators) Faculty should all have faculty development plans with supporting documentation in their personnel files.

- Names, dates, and locations of methods courses or workshops attended in the past three years.
DVD Repair Workshop, Fresno, CA. 5/2007
- Names, dates, and locations of conventions or educational meetings attended during the past three years.
Electronics Seminar, San Jose, CA. 11/8/2006
- Organization and/or professional societies (related to your present position), in which you now hold membership.
Electronics Union
- List visits made to prospective employers of your students, businesses, other schools, and/or related organizations during the past year.
Sparky's Electronics, Circuit City

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE, TO THE BEST OF MY KNOWLEDGE.

Signature of Staff Member _____ Date _____