

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. This form may be used in lieu of a resume or to provide supplemental/updated training and experience information.

SECTION I (Required for all employees)

Organization EmGee School of Demonstrations (Clovis Campus)

Name of Employee Smith, John R.

Title/Position Instructor

Date Employed Friday, April 01, 2005

Specific Location of Work Assignment Fresno, CA

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. City College	2/1/2001 - 8/15/2003	Electronics	AS
2. Fresno Vocational Technical School	9/1/1999 - 5/15/2000	Electronics	Diploma

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
Sears	Electronic Repairman	10/1/2005 - 11/6/2006
Sparky's Electronics	Electronic Repairman/Sales	2/2/2002 - 9/15/2005

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
2/22/2008	In-Service: Teacher Effectiveness	Fresno, CA

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

California State Certified Electronics Instructor

List special recognitions or awards.

Teacher of the Year 2004