



TRENTON BOARD OF EDUCATION

Human Resources Department
108 N. Clinton Ave.
Trenton, NJ 08609
Phone (609) 656-4900 Fax (609) 278-3081

APPLICATION FOR SALARY ADJUSTMENT
-For Support Staff Only-

Date: / /

Name of Applicant: First M.I. Last

School / Department: Current Position: Bargaining Unit:

Home Number: ( ) Cell Number: ( ) Work Number: ( )

Application is for Advancement From (Check One):
[ ] 15 Credits [ ] 30 Credits [ ] 45 Credits
[ ] 60 Credits [ ] 75 Credits [ ] 90 Credits
[ ] 105 Credits [ ] 120 Credits (B.A.)
Professional Development Hours:
[ ] 10 Hours [ ] 20 Hours
[ ] 30 Hours [ ] 40 Hours
[ ] 50 Hours [ ] 60 Hours
10 Hours of P.D. = 1 Credit

APPLICANT SIGNATURE DATE

FOR PERSONNEL OFFICE USE ONLY

Action by Human Resources Administrator: [ ] Approved [ ] Denied [ ] Board Agenda:

Current Salary: \$ Educational Level: Step on Guide:

Salary to be adjusted to: \$ Educational Level: Step on Guide:

Amount of adjustment: \$ Effective Date: Step on Guide:

Application Reviewed by: Date: / /

Application Approved by: Date: / /

COMMENTS:



TRENTON BOARD OF EDUCATION

Human Resources Department

108 N. Clinton Ave.

Trenton, NJ 08609

Phone (609) 656-4900 Fax (609) 278-3081

APPLICATION FOR SALARY ADJUSTMENT

-For Support Staff Only-

APPLICANT MUST ATTACH OFFICIAL TRANSCRIPTS IN A SEALED ENVELOPE

**PLEASE NOTE NO PHOTO COPIES WILL BE ACCEPTED.**

#	NAME OF COURSE	INSTITUTION WHERE TAKEN	NUMBER OF CREDITS	DATE TAKEN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

#	PROFESSIONAL DEVELOPMENT IN SERVICE CREDITS	NAME OF WORKSHOP	NUMBER OF HOURS	DATE TAKEN
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

TOTAL NO. OF CREDITS: \_\_\_\_\_