PERSONNEL RECORD
SCHOOL YEAR 2009 - 2010

The following information is needed for your cumulative record file in the Unit Office and for State Reports. Please be accurate!

GENERAL INFORMATION:

Name _____ **Marital Status** _____
Last **First** **Middle**

Current Address_____

Date of Birth _____

Phone No. _____ **Social Security No.**_____

AREAS QUALIFIED TO TEACH:

Subject	**Certificate Type** (Be specific)	**Certificate #**
_____	_____	_____
_____	_____	_____
_____	_____	_____

TEACHING EXPERIENCE (include this year) *do NOT include Maternity Leave, private school or college teaching experience

In Geneseo _____ **In Illinois** _____ **Outside Illinois** _____
(include this year) **(include Geneseo experience)** **Grand Total** _____

My salary should be amended because of additional training _____ **or** _____
YES **NO**

Current status to be paid on Salary schedule

_____ **BA**

_____ **BA+16**

_____ **MA**

_____ **MA+16**

_____ **MA+32**

College issuing Bachelor's Degree

_____
Name

_____
City and State

College issuing Master's Degree

_____
Name

_____
City and State

Total Graduate Hours Earned _____
(to change quarter hours to semester hours multiply by 2/3)

Highest Degree held

_____
(Revised 7/2009)