



*Hackensack High School*  
*E.T. Marlatt Chapter of the National Honor Society*  
 135 1<sup>st</sup> Street  
 Hackensack, NJ 07601



## **Candidate Information Form**

**Must be submitted to:**  
**Room 348 Mr. Brunacki / Room 350 Mr. Bernardo**

### **Directions:**

Complete all sections of this Candidate Information Form and please turn in to Mr. Brunacki (Room 348) or Mr. Bernardo (Room 350) by the date listed above. Please print a copy print neatly on the form. All information will be used by the Faculty Council to complete the selection process. The signature of the director, advisor or supervisor must be provided to verify each activity. Two letters of recommendation that address character should be included in a sealed envelope or directly sent via email to Mr. Brunacki or Mr. Bernardo by those writing them (see Section IV). Any additional documentation to support your character, leadership, or service may be included at the end of your form. If letters or signatures from persons outside of Hackensack are needed, plan your time accordingly to obtain them. Both the candidate and a parent or guardian must sign the form.

**\*\*Completion of this form does not guarantee selection.\*\***

### **I. Personal Information**

<b>Last Name</b>		<b>First Name</b>	
<b>Address</b>			
<b>School Email</b>		<b>Year of Graduation</b>	

### **II. Leadership Positions**

List and explain all elected or appointed leadership positions held in school, community, or work activities. Only those positions in which you were directly responsible for directing or motivating others should be included; for example: elected student body, class, or club officer; committee chairperson; team captain, newspaper editor; work area manager; or community leader. Explain the activity. Please include frequency for repeated activities. List the name of an adult supervisor who can verify your participation in each activity and obtain their signature.

***\*Please list and explain on the Leadership Positions Hours form.***



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### III. Service Activities

List and explain service activities in which you have participated. These can be service projects done with a group either in or out of school, or done as an individual performing service. Service activities are those which are done for or on behalf of others (not including immediate family members) for which no compensation (monetary or other) has been given. Include the TOTAL amount of time spent (hours) carrying out each service activity. List the name of an adult supervisor who can verify your participation in each activity and obtain their signature.

*\*Please list and explain on the Record of Service Hours form.*

### IV. Character references and character statement

Please request two signed letters of reference which attest to your character, including **at least one from a high school teacher**. The other letter may be from a teacher, coach, religious leader (minister, rabbi, priest), activity leader (Scouts), employer, or other person who has directed you in some type of activity. No letters of reference may come from parents/guardians or relatives. **Please attach the two letters of reference at the end of this packet and return them in a sealed envelope with the rest of your Candidate Information Form.** Reference letters can also be sent directly to either Mr. Brunacki ([jbrunacki@hackensackschools.org](mailto:jbrunacki@hackensackschools.org)) or Mr. Bernardo ([dbernardo@hackensackschools.org](mailto:dbernardo@hackensackschools.org)). They must be received by January 15, 2020 at 3:00 pm.

In addition, please type an essay (*no longer than one page*) on your own behalf telling the board about your strengths, weaknesses, and unique qualities to assist the board in learning why you are a good candidate for the National Honor Society.

**\*\*\*Please remember to sign your letter\*\*\***

Character references have been requested from:

Name	Title

*\*Please use the Character Reference Form when completing the application.*



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**V. Other**

List below any additional job experiences, honors, or recognition (not previously included) which you have received that support your bid to be selected for membership in the National Honor Society. Work experience may be paid or volunteer. List the name of an adult supervisor who can verify your participation in each activity and obtain their signature.

Year	Activity	Supervisor	Signature

*\*Attach paper with additional info, if needed*



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***National Honor Society Candidate Notice***  
***Family Education Rights and Privacy Act (FERPA)***

Given that National Honor Society membership is a privilege and that all decisions involved in the selection process have some subjective aspects, confidentiality is critical to the process and recommended by the National Honor Society. For candidates to be considered for membership, and for the National Honor Society committee to fulfill its requirements to the best of its ability, confidentiality as it relates to the student information reviewed and to the conversations of the committee, is of the utmost importance.

Therefore, if your child wishes to have his candidacy for the National Honor Society membership given consideration, both your child and you must sign and return the statement below, waiving your FERPA rights to review the information gathered by the committee when making its decision regarding membership in the National Honor Society. By doing so, you still retain your rights under the National Honor Society as they pertain to appeals of decisions which can be made to the building principal.

I waive my right to access the Faculty Council's record of information relevant to my son/daughter's candidacy for National Honor Society membership and understand that I am exercising my right as the parent/guardian of \_\_\_\_\_ to forego my Family Education Rights to Privacy Act (FERPA) only as they relate to my ability to access said information.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

