SUBSTITUTE TEACHER APPLICATION INSTRUCTIONS

The Criminal History Review application must be completed. All instructions/forms/fees/directions are attached. New applicants have an $11.00 administrative fee, plus the $66.05 fee for the background check. Make sure you PRINTOUT all necessary receipts and IdentoGO NJ Universal form that you fill out on line as you need to take that with you for your live scan.

Application for substitute teacher’s certificate requires the completion of the application by logging into the “Teacher Certification Information System (TCIS) at www.tcis.nj.gov. Official electronic transcripts, reflecting at least 60 credits, from your college or university sent to the Warren County Dept. of Education, attn.: Kathryn Dove, kathlyn.dove@doe.nj.gov, along with your background check approval form [instructions above to complete your background check]. Payment in the amount of $125 can be completed using credit cards. Complete the Oath of Allegiance. Your substitute certificate is valid for 5 years.

The Sexual Misconduct/Child Abuse Disclosure Release must also be completed and forwarded to your previous employer where you had direct contact with children. If you did not have direct contact with children at your previous job, check the “no applicable employment” box and complete just your portion of the form.

A copy of a recent Mantoux Test (TB test)/ can be done at the Warren Co. Bd. Of Health Office, 908-475-7960, 700 Oxford Road, Oxford, NJ.

Fill out the Warren Hills employment application.

If you have any questions at all, just call 908-689-3143. Ext. 1045
Instructions for New Applicants

1. Access the Office of Student Protection's direct web address to begin the process. Click on **Office of Student Protection**. Click on **“File Authorization and Make Electronic Payment.”**

2. Select the first option: **“New Administration Fee Request (New Applicants Only)”** and enter your Social Security number to ascertain if you are eligible for the process. The screen displays four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to next screen.

3. Complete the requested applicant information to include the county, district, school or contractor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form by checking the box.

4. Please complete the required payment information. There is a $10.00 administrative fee for the department to process the request and issue an approval letter. There will also be an additional $1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Methods of payment are Visa, MasterCard, American Express or Discover credit cards.

You must click the **“Make Payment”** button only one time to complete the transaction.

5. After completing the transaction, you will be presented with three required steps:
   1. View and/or print your New Administration Fee Payment Request confirmation page
   2. View and/or print your IdentoGO NJ Universal Fingerprint Form
   3. Click here to schedule your fingerprinting appointment with Idemia

6. Select the first option **“View and/or print your New Administration Fee Payment Request confirmation page”** and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.

7. Next select the second option **“View and/or print your IdentoGO NJ Universal Fingerprint Form.”** You must print the IdentoGO NJ Fingerprint Form to use when making your fingerprint appointment and to present it to Idemia at the time of LiveScan fingerprinting.

8. Access the Idemia web page by selecting the third option **“Click here to schedule your fingerprinting appointment with Idemia”** or calling 1-877-503-5981 to schedule a fingerprinting appointment. Effective February 17, 2020, you must use the chart below to choose your Service Code to schedule the appointment.

<table>
<thead>
<tr>
<th>REASON FOR FINGERPRINTING (Box 4 on the NJ Universal Fingerprint Form)</th>
<th>SERVICE CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC SCHOOL EMPLOYMENT</td>
<td>2F1FB1</td>
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<tr>
<td>NONPUBLIC SCHOOL EMPLOYMENT</td>
<td>2F192Q</td>
</tr>
<tr>
<td>SCHOOL BUS DRIVER EMPLOYMENT</td>
<td>2F1GSH</td>
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<tr>
<td>SCHOOL BOARD MEMBER/TRUSTEE</td>
<td>2F1GN4</td>
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<tr>
<td>DOE VOLUNTEER</td>
<td>2F151N</td>
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<tr>
<td>DOE VOLUNTEER NONPUBLIC</td>
<td>2F14XX</td>
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</tbody>
</table>

9. In about two weeks after you get fingerprinted, you will be able to view and print your **“Applicant Approval Employment History”** by accessing the Office of Student Protection website. Give a copy to your employer.
Directions to Annandale

Annandale Square - Corbit Building
57 Beaver Avenue, 2nd Floor SW Suite
Annandale, NJ 08801

The Annandale Square office complex is located near the intersection of Route 31 and I-78 (exits 17 or 18) in Clinton Township directly across from the Annandale Fire Department. The Corbit building is the first of three buildings located closest to Beaver Ave. The suite is on the 2nd floor which is ground level (with a few steps) from the front entrance.

Location is handicapped accessible from the ground level first floor rear entrance taking an elevator to the second floor.

FROM EASTERN POINTS (Newark Area - approx. 59 miles)
Take I-78 West to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

FROM PASSERN AREA (approx. 45 miles)
Take I-90 West to I-287 South (Parsippany). Proceed South on I-287 to I-78 West. Proceed West on I-78 to Exit 18 (Annandale). Bear right at the fork on the exit ramp to Annandale then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.

FROM HACKESHTOWN AREA (approx. 26 miles)
Take Route 57 West to Route 31 South approx. 12 miles into Clinton Twp. Just before the I-78 interchange take the exit to Annandale U-Turn. Cross over Route 31 then turn right at the end of the road onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the right, directly across from the Annandale Fire Department.

FROM TRENTON AREA (approx. 32 miles)
Take I-95 North (from Pennsylvania) to Route 31 North OR Take Route 295 North (from South Jersey) to Route 31 North into Clinton Twp. After crossing over the I-78 interchange take the first exit toward Route 31 South (Clinton Flemington). Bear right at the first exit ramp fork, and then go straight onto Beaver Ave. Continue on Beaver Ave for about ½ mile to the Annandale Square office complex on the left, directly across from the Annandale Fire Department.
State of New Jersey  
Sexual Misconduct/Child Abuse Disclosure Release  
P.L. 2018, c. 5  
Effective June 1, 2018

P.L. 18, c. 5 concerns school employees and supplements chapter 6 of Title 18A of the New Jersey Statues. This law prohibits a school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school (collectively referred to as “hiring entity”) from employing a person serving in a position which involves regular contact with students unless the hiring entity conducts a review of the employment history of the applicant by contacting former and current employers and requesting information regarding child abuse and sexual misconduct.

The applicant must submit this form for (1) all current employers and (2) to former employers within the last 20 years that were school entities or where the applicant was employed in a position that involved direct contact with children. The applicant will submit completed copies of this form to the hiring entity. The hiring entity will then submit this form to each of the current or former employers for completion of Section 2.

Applicant, please complete the information immediately below and Section 1 of this form and return it to the hiring entity. Please complete additional forms as necessary for each of your current and former employers for the last 20 years that were school entities or where you were employed in a position that involved direct contact with children.

To: ___________________________  
Check Box if no applicable employment: [ ]

Name of Current or Former Employer:__________________________________________
Street Address:_____________________________________________________________
City, State, Zip:_____________________________________________________________
Telephone Number:_________________________________________________________

_________________________________________  is under consideration for a position with ____________________________________________.
The individual whose name appears herein has reported previous employment with your entity. As required by P.L. 2018, c. 5, please provide the information requested in Section 2 of this form within 20 days of receipt.

Section 1: Applicant Certification and Release  
(to be completed by the applicant even if the applicant has no current or prior employment to disclose)

Applicant Name (First, Middle, Last):__________________________________________
Date of Birth:__________________________

Any former names by which the Applicant has been identified:_____________________

Last 4 digits of Applicant’s Social Security Number:_____________________________

Approximate dates of employment with the entity listed above:_____________________

Position(s) held:____________________________________________________________


Have you (Applicant) ever:

___ Yes  ___ No  Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?

___ Yes  ___ No  Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?

___ Yes  ___ No  Had a license, professional license, or certificate suspended, surrendered, or revoked (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding or child abuse or sexual misconduct?

By signing this form, I (the applicant) certify under penalty of law that the statements made in this form are true, correct, and complete. I understand that willfully providing false information or willfully failing to disclose information required in Section 1 of this form, as required by N.J.S.A. 18A:6-7.7, may subject me to discipline up to, and including, termination or denial of employment; may be a violation of N.J.S.A. 2C:28-3; and may subject me to a civil penalty of not more than $500, which shall be collected in proceedings in accordance with the “Penalty Enforcement Law of 1999,” “P.L. 1999, c.274.

By signing this form, I also hereby authorize the above-named employer to disclose the information requested in Section 2 and release related records pertaining to the disclosures identified in Section 2. I understand that pursuant to N.J.S.A. 18A:6-7.7, the above-named employer is released from liability that may arise of the disclosure of release of records.

________________________________________  __________________________
Signature of Applicant  Date

Section 2: Current/Former Employer Verification
(to be completed by the applicant’s current employer(s) and all former employers that were school entities or former employers in which the applicant had direct contact with children). Please complete the information below and return this form to the hiring entity.

N.J.S.A. 18A:6-7.7(b) provides that a hiring entity shall not employ for pay or contract for the paid services of any person in a position that involved regular contract with students unless the hiring entity conducts a review of the employment history of applicant by contacting those employers listed by the applicant under the provisions of N.J.S.A. 18A:6-7.7(a) and collecting the information requested below.

Employing Entity receipt date: ___________________________  Received by: ___________________________

Applicant’s dates of employment: ___________________________  Contact phone #: ___________________________
To the best of your knowledge, has the applicant ever:

___ Yes ___ No  Been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families (*unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated)?

___ Yes ___ No  Been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding of child abuse or sexual misconduct?

___ Yes ___ No  Had a license, professional license, or certificate suspended, surrendered, or revoked (1) while allegations of child abuse or sexual misconduct were pending or under investigation, or (2) due to an adjudication or finding or child abuse or sexual misconduct?

Current/Former Employer Representative Signature  

Date

Current/Former Employer Representative Title

If a current or former employer responds to any Section 2 disclosure in the affirmative, the hiring entity may request additional information regarding the disclosure by requesting that the current or former employer complete the Sexual Misconduct/Child Abuse Disclosure information request form within 20 days and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct. Pursuant to N.J.S.A. 18A:6-7.11, a current or former employer that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to, and not in limitation of, any other immunity provided by law.

The failure of a current or former employer to provide the information requested in Section 2 within the 20-day time frame required by N.J.S.A. 18A:6-7.9 may be grounds for the automatic disqualification of an applicant from employment with the hiring entity. The hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated: (1) because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7; or (2) due to the inability of the hiring entity to conduct a full review of the applicant’s employment history pursuant to N.J.S.A. 18A:6-7.7.

Return all completed information to:

Hiring Entity:  Shelly Sbriscia, Warren Hills Regional Board of Education
Address:  89 Bowerstown Road, Washington, NJ 07882
Email or fax:  sbriscias@warrenhills.org  908-689-4814 (fax)
State of New Jersey
Sexual Misconduct/Child Abuse Disclosure Release Instructions
P.L. 2018, C. 5
Effective June 1, 2018

Instructions

This standardized form has been developed by the New Jersey Department of Education, pursuant to P.L. 2018, c. 5, to be used by hiring entities and by applicants, who would be employed by, or in, a school, in a position involving regular contact with students. This form satisfies the statutory requirement to provide information related to child abuse or sexual misconduct. An applicant who would be employed by or in a school in a position having regular contact with students must provide the information requested in Section 1 of this form and sign the authorization for the disclosure by the applicant’s current and former employers of the information requested in Section 2 of this form.

The applicant shall complete one form for the applicant’s current employer(s) and separate forms for each of the applicant’s former employers for the last 20 years that were school entities or where the applicant was employed in a position having direct contact with children. The applicant will submit this form in its entirety, with the information on Page 1 and Section 1 completed, to the hiring entity. The applicant must also authorize, by signature, the release of information regarding child abuse and/or sexual misconduct from the current and/or former employers to the hiring entity. The hiring entity is prohibited from hiring an applicant for a position involving regular contact with students if the applicant does not provide the information and authorization required by law.

Upon completion by the applicant, the hiring entity shall submit the form to the applicant’s current and former employers to complete Section 2 of this form. A hiring entity may not employ an applicant who does not provide the required information for a position involving regular contact with students.

If a current and/or former employer responds to any Section 2 disclosure in the affirmative, the hiring entity may request additional information regarding the disclosure by requesting that the current and/or former employer complete the Sexual Misconduct/Child Abuse Disclosure Information Request form and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct. Upon providing documentation due to an affirmative response, every measure should be taken to ensure student privacy and confidentiality. All student identifiers should be redacted prior to release.


Child abuse is defined as any conduct that fails under the purview and reporting requirements of P.L. 1971, c. 437 (N.J.S.A. 9:6-8.8 et seq.) and is directed toward or against a child or student, regardless of the age of the child or student.

Sexual misconduct is defined as any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent or erotic contact with a student.

ADDITIONAL INFORMATION

Per N.J.S.A. 18A:6-7.9, a hiring entity shall have the right to immediately terminate an individual’s employment or rescind an offer of employment if: (1) the applicant is offered employment or commences employment with the hiring entity following the effective date of this act; and (2) information regarding the applicant’s history of sexual misconduct or child abuse is subsequently discovered or obtained by the employer that the employer determines disqualifies the applicant or employee from employment with the hiring entity. The termination of employment pursuant to N.J.S.A.
18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collective bargaining agreement or negotiated agreement or any law, rule, or regulation.

Per N.J.S.A. 18A:6-7.10, after reviewing the information disclosed in Section 1 and/or Section 2 of this form, and finding an affirmative response to any of the inquiries, the hiring entity, prior to determining to continue with the applicant’s job application process, shall make further inquiries of the applicant’s current or former employer to ascertain additional details regarding the matter disclosed. The hiring entity should use its discretion, consistent with statute, in the event that a current/former employer is no longer in operation or fails to respond to Section 2 of this form.

The hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed 90 days pending the hiring entity or independent contractor’s review of information received related to Section 1 and/or Section 2 of this form, provided that all of the following conditions are satisfied: (1) the applicant has complied with N.J.S.A. 18A:6-7.7; (2) the hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to N.J.S.A. 18A:6-7.7(a)(3); and (3) the hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.

The sexual misconduct or child abuse disclosures articulated herein are required in addition to satisfying any pre-existing requirements for employment in a school, including a criminal history review, pursuant to N.J.S.A. 18A:6-7.1 and N.J.A.C. 6A:9B-4.2.

Open Public Records Act

Pursuant to N.J.S.A. 18A:6-7.11, information received by a hiring entity under this Act shall not be deemed a public record under P.L. 1963, c. 73 or the common law concerning access to public records.

Immunity

Pursuant to N.J.S.A. 18A:6-7.11, a current or former employer that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to, and not in limitation of, any other immunity provided by law.

Contact

For more information, please contact the County Office of Education for the hiring entity.
WARREN HILLS REGIONAL
SCHOOL DISTRICT
APPLICATION FOR EMPLOYMENT

Social Security # __________________________ Date of Birth: __________________________

Mr. / Mrs. / Miss / Ms. (Circle one) __________________________ (Last name) __________________________ (First name) __________________________ (Middle initial) __________________________

Permanent Address __________________________ (Street) __________________________ (Town & State) __________________________ (Zip Code) __________________________

Temporary Address __________________________ (Street) __________________________ (Town & State) __________________________ (Zip Code) __________________________

Cell Phone # __________________________ Business and/or Home # __________________________

E-mail address __________________________

Application for Position of __________________________ NJ Certificates you now hold or are eligible for __________________________

Are you now under contract? __________________________ Date of expiration __________________________

Where? __________________________ When will you be available to us? __________________________

Number of work days absent during the past two years __________________________ Would you work full / part time? __________________________

Full time __________________________ Part time __________________________

If part time, specify days and hours __________________________

If selected and conditions prove satisfactory, would you plan to remain here at least two years? __________________________

How did you learn of this opening? __________________________

WARREN HILLS REGIONAL DISTRICT DECLARATION OF NON-DISCRIMINATION

The Warren Hills Regional District will not enter into any contract with a person, agency or organization of which it has knowledge that such person, agency or organization discriminates on the basis of race, color, creed, religion, sex, ancestry, national origin, handicap or social or economic status, either in employment practices or in the provision of benefits or services to students or employees.
EDUCATION LEVEL:

<table>
<thead>
<tr>
<th>NAME OF INSTITUTION</th>
<th>LOCATION</th>
<th>DEGREE AWARDED</th>
<th>MAJOR AREA OF CONCENTRATION</th>
<th>DATES</th>
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</thead>
<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College/Univ.</td>
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<tr>
<td>Other</td>
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List all experience (attach additional sheets if necessary)

WORK EXPERIENCE IN POSITIONS SIMILAR TO THE POSITION FOR WHICH YOU ARE APPLYING:

<table>
<thead>
<tr>
<th>DATE FROM - TO</th>
<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>TYPE OF WORK</th>
<th>REASON FOR LEAVING</th>
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List all experience (attach additional sheets if necessary)

OTHER WORK EXPERIENCE:

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<tr>
<th>DATE FROM - TO</th>
<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>TYPE OF WORK</th>
<th>REASON FOR LEAVING</th>
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MILITARY SERVICE:

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<tr>
<th>DATE FROM - TO</th>
<th>BRANCH OF SERVICE</th>
<th>TYPE OF DISCHARGE</th>
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LIST REFERENCES: (Name former and present supervisors or others who are knowledgeable about your work background or performances.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>COMPLETE MAILING ADDRESS</th>
<th>TELEPHONE NUMBER</th>
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- 2 -
Describe why you feel your background, qualities and characteristics will contribute to the position for which you have applied.

Write a brief statement indicating your personal long-range work goals.

Please state any additional information which, you feel, should be considered on your behalf.

Signature ___________________________________________ Date ________________________

RETURN THIS APPLICATION AND OTHER MATERIAL TO:

Office of the Superintendent
Warren Hills Regional School District
89 Bowerstown Road
Washington, NJ 07882 - 9013

**NOTE** Applicant should not write in space below.
Comments by interviewers: