



WEST MILFORD TOWNSHIP PUBLIC SCHOOLS
46 Highlander Drive
West Milford, NJ 07480
973-697-1700
FAX: 973-697-8351

NON-CERTIFIED
SUBSTITUTE APPLICATION INSTRUCTIONS
“New Jersey First Act”

“Effective September 1, 2011, all employees of school districts must reside in the State of New Jersey, unless exempted under the law. If you already work for the school district as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment.”

An application for secretaries or aides may be obtained at the office of the West Milford Board of Education or on the Internet. The hours of operation are 8:00 AM – 4:00 PM. All forms must be completed and returned, in person, to the Board of Education Office, in a timely manner.

West Milford Township Application

Please fill out the appropriate application for the position you are applying for.

Criminal History Authorization (This form must be completed for all positions)

An Online “Applicant Authorization and Certification” needs to be completed. Log onto the State website (www.nj.gov/education/educators/crimhist/.) The \$10.00 administrative fee + \$1.00 convenience fee will be paid at the State website. The methods of payment are Visa, MasterCard, American Express or Discover credit cards. On this form you will need our county code which is 31 and our district code which is 5650. This form must be completed before you can schedule to have your fingerprints scanned. View and print a copy of the completed form.

Fingerprint Process- Once you have completed the above step, you will be able to complete the IdentoGO NJ Universal Fingerprint form. Complete the blocks on this form that have not been pre-populated and then click submit. This will send you to the Morpho Trust link where you will schedule your appointment. The fee for fingerprinting is now \$62.70. Once you have scheduled your appointment and paid the fee, you will be able to print your IdentoGo form which you must take with you at the time of your appointment.

** If you have already gone through this process and are presently on another Districts’ substitute list, please submit a copy of your clearance letter from the State of New Jersey and have the “Verification of Continuous Employment” form filled out from the original District and return these forms to us.

** If you have been fingerprinted after February 21, 2003, your fingerprints can be archived. Follow the Criminal History Authorization process as stated above clicking on Archive Application Request. The applicant will need to provide the PCN number shown on their approval letter from the State. The processing fee for an archive is \$27.50 plus the \$1.00 convenience fee which includes the \$10.00 processing fee.

** As of June 27, 2016 you will need to access the Department’s secure website at (www.nj.gov/education/educators/crimhist/) about a week after being fingerprinted to access your approval history. Select the Approval Employment History and your report history will

appear. This report must be brought to the Board Office with your other paperwork

Proof of Citizenship Form I-9 (This form must be completed for all positions)

To complete this form you must present either one item from Column A or one item each from Column B and C. This form must be completed in person with original documents.

W-4 Form (This form must be completed for all positions)

Complete items 1 through 7, sign and date the form.

Employee's Withholding Allowance Certificate (This form must be completed for all positions)

Complete items 1 through 7, sign and date the form.

Mantoux Test (This form must be completed for all positions)

The Mantoux Test for tuberculosis must be current within six months. This test can be done after you have been approved at a Board of Education Meeting. The Mantoux form must be returned before you can substitute.

Emergency Information Form (This form must be completed for all positions)

Complete this form and return it to us.

Substitute Confidentiality Agreement (This form must be completed for all positions)

Complete this form and return it to us.

Non-Certified Applicants (Secretary, Special Class Aide, Building Aide, Cafeteria Aide Applicants Only)

The following forms will need to be completed:

- West Milford Non-Certified Application
- Emergency Information Form
- Employee's Withholding Allowance Certificate
- Fingerprint Process
- Mantoux Test
- Proof of Citizenship Form I-9
- W-4 Form
- Substitute Confidentiality Agreement

After all required forms are returned to the Board of Education Office, an interview will be scheduled with a District administrator or supervisor. Upon recommendation, your application will be submitted for approval by the Board of Education. You will be notified by letter when approval is complete. If you have any questions, please call

Irene Valls at 973-697-1700 ext. 5056, between the hours of 8:00 AM – 4:00 PM.

Note: All substitute positions will be required to complete online trainings through Global Compliance Network (GCN). Information will be provided upon approval.

