

**WAYNE TOWNSHIP PUBLIC SCHOOLS**

50 NELLIS DRIVE  
WAYNE, NEW JERSEY 07470  
(973) 317-2131

**CHECK LIST**

**REQUIRED DOCUMENTATION TO COMPLETE EMPLOYMENT**

Listed below are the documents that HR needs to be incorporated in your permanent personnel folder. You may access the forms by clicking on the form below or visiting our website at <https://www.wayneschools.com/site/default.aspx?PageID=6353>.

It is essential that your file be made complete in order to comply with Federal and State Laws.

\*If you do not have access to a computer and need hard copies, please contact HR at the number listed above.

- \_\_\_ **OATH OF ALLEGIANCE** – Notarization services available at the HR Office.  
**(Citizen or Non-Citizen)**
  
- \_\_\_ **I-9 FORM – EMPLOYMENT ELIGIBILITY VERIFICATION**-please bring passport or SS card
  
- \_\_\_ **W-4 FORM**
  
- \_\_\_ **FINGERPRINT/CRIMINAL BACKGROUND CHECK** – <https://homeroom4.doe.state.nj.us/chr/>  
*\*In order to start employment, you must provide either proof of initial, archived or transferred fingerprint information to HR.*
  
- \_\_\_ **SEXUAL MISCONDUCT/CHILD ABUSE DISCLOSURE FORM** – must be completed by your past employers for the past 20 years in which you were in a paid position having direct contact with children
  
- \_\_\_ **STAFF NOTIFICATION FORM** – Connect-Ed Home Notification to communicate emergency situations, school closings, etc., via email, text, and voice messaging.
  
- \_\_\_ **DIRECT DEPOSIT FORM**
  
- \_\_\_ **SUMMER SAVINGS** – only offered prior to September 1
  
- \_\_\_ **OFFICAL COLLEGE TRANSCRIPTS** – showing all degrees granted, signature of registrar and official seal.
  
- \_\_\_ **PHYSICAL EXAMINATION** – You are to arrange for a physical examination immediately with the school physician, **Dr. David Rasa (973) 389-1800**. It is no cost to the employee, and must be performed by this physician.

Immediate action on the items noted above is essential. Should you have any further questions or are in need of assistance, please call the HR Office.