

WAYNE TOWNSHIP PUBLIC SCHOOLS

50 NELLIS DRIVE

WAYNE, NEW JERSEY 07470

(973) 317-2131

CHECK LIST

REQUIRED DOCUMENTATION TO COMPLETE EMPLOYMENT

Please complete the below forms/tasks prior to your interview with Human Resources. You may access the forms by clicking below or by visiting our website at <https://www.wayneschools.com/Page/6353> .

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

___ **OATH OF ALLEGIANCE (Citizen or Non-Citizen)** – Notarization services available at the HR Office.

___ **I-9 FORM – EMPLOYMENT ELIGIBILITY VERIFICATION**

___ **W-4 FORM**

___ **PHYSICAL EXAMINATION** – Please arrange for a physical examination immediately with the school physician at **High Mountain Medical (973) 389-1800**. It is no cost to the employee, and must be performed by this physician. The physical examination must be completed within 30 days of employment. My scheduled appointment with High Mountain Medical is: _____(00/00/0000).

___ **FINGERPRINT/CRIMINAL BACKGROUND CHECK** – Identogo (formerly MorphoTrust). Please arrange to have initial, archived or transferred fingerprints sent to the Wayne Township Public Schools. The district code is 5570. Fingerprints must be cleared in order to begin employment. (Enter service code 2F1FB1 for public school employment.)

___ **OFFICIAL COLLEGE TRANSCRIPTS** – showing all degrees granted, signature of registrar and official seal.

___ **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

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. Please bring the completed forms and any required identification (Form I-9) with you to your interview with Human Resources.

___ **NJ SEXUAL MISCONDUCT/CHILD ABUSE DISCLOSURE RELEASE FORM** – To be completed and submitted via AppliTrack, after receipt of email request from Human Resources. The applicant must submit this form for (1) all current employers and (2) 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.