

WAYNE TOWNSHIP PUBLIC SCHOOLS

50 NELLIS DRIVE

WAYNE, NEW JERSEY 07470

(973) 317-2131

SUBSTITUTE CHECKLIST

REQUIRED DOCUMENTATION TO COMPLETE EMPLOYMENT

Please complete the below forms/tasks and bring the completed forms to your interview with Human Resources. You may access the forms by clicking below or by visiting our website at www.wayneschools.com. After completing all the necessary steps please contact Debbie Anemone @ danemone@wayneschools.com to make an appointment.

- ___ [OATH OF ALLEGIANCE \(Citizen or Non-Citizen\)](#) – Notarization services available at the HR office.
- ___ [I-9 FORM](#) – EMPLOYMENT ELIGIBILITY VERIFICATION
- ___ EVIDENCE OF VACCINATION – (or MUST BE TESTED WEEKLY)
- ___ MANTOUX/TUBERCULOSIS TEST
- ___ [FINGERPRINT/CRIMINAL BACKGROUND CHECK](#) – IdentGO (formerly MorphoTrust). Please arrange to have initial or archived 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).
- ___ PROOF OF CERTIFICATION – (Teaching or Substitute Cert.)
- ___ OFFICIAL COLLEGE TRANSCRIPTS - Must be sealed or emailed to HR from college
- ___ [W-4 FORM](#)
- ___ [DIRECT DEPOSIT FORM](#) (include voided blank check or letter from bank)
- ___ NJ SEXUAL MISCONDUCT/CHILD ABUSE DISCLOSURE RELEASE FORMS – To be completed and submitted via Frontline, 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 and/or where the applicant was employed in a *paid* position that involved direct contact with children.

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.

****SUBSTITUTES WILL NOT BE PERMITTED TO START WITHOUT CLEARED FINGERPRINTS AND PROOF OF CERTIFICATION.**