



Northern Region Educational Services Commission  
 45 Reinhardt Road  
 Wayne, New Jersey 07470

## WAYNE 2020 EXTENDED SCHOOL YEAR EMPLOYMENT APPLICATION

Position Applying For: \_\_\_\_\_

First & Last Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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- Do you currently work with Wayne Township Public Schools? Check \_\_\_ Yes or \_\_\_ No
  - Did you work at the Wayne ESY program in **2019**? Check \_\_\_ Yes or \_\_\_ No
  - If you worked at the Wayne ESY program last year did your W4 change? Check \_\_\_ Yes or \_\_\_ No **(If yes you must fill out a new W4.)**
  - If you worked at the Wayne ESY program last year did your banking information change? Check \_\_\_ Yes or \_\_\_ No **(If yes you must fill out a new direct deposit form and attach a voided blank check or voided deposit slip.)**
  - If you are new to the Wayne ESY program **you must complete** the following and return with your application:
    - Form I-9 (**must be signed**) & **provide copies of two forms of ID** such as driver license, social security card, birth certificate, and or passport.
    - W4 (**must be signed**)
    - Criminal history record check for fingerprinting
    - Pre-employment Verification Form (*Only when an employee is not "board approved" by resolution in the same district he/she is working the ESY program*).
    - Mantoux Form
    - Direct Deposit form and **attach** a voided blank check or voided deposit slip
  - Do you have a preference as to which grade level you would like to work with? Check \_\_\_ Yes or \_\_\_ No
  - If you have a preference, please check all that apply. \_\_\_ Preschool \_\_\_ Elem \_\_\_ Secondary

Current Employer: \_\_\_\_\_

Dates of Service: \_\_\_\_\_ to \_\_\_\_\_

Years of Experience: \_\_\_\_\_

Certificates Held: \_\_\_\_\_

Present school Building name if currently employed by Wayne: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Criminal History information needs to be in place before staff member can begin. All employees hired for summer programs are required to undergo a criminal history background check:
  - A continuous employment form along with a copy of the criminal history clearance letter is accepted **only** when an employee is "board-approved" by resolution in the **same** district, he/she is considered to have continuous employment. This applies **only** to an employee working during the regular school year at the **same** district being hired for summer school.
  - If a staff member is hired out of district, an archive search can be done if live scan fingerprints were done after 02/21/2003; if not, an appointment needs to be scheduled to be fingerprinted before he/she can begin.

**\*\*If you are currently a Wayne Employee your fingerprints & Mantoux test results are on file with the district**