



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.”

West Milford Township Application

Please fill out the appropriate application for the position you are applying for. Application can be found below the process document.

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 <http://www.nj.gov/education/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. To find location go to <https://www.identogo.com/locations> click on location, schedule appointment scroll down to <https://uenroll.identogo.com/> to schedule your appointment. Enter Service Code **2F1FB1** you will need Contributor Case Number same number **2F1FB1**. The fee for fingerprinting is now \$66.05. 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 to 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, fill out the “**Applicant Authorization and Certification**” form 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 \$32.55 and includes the \$10.00 registration fee and the \$1.00 convenience fee.

If you have a Substitute Certificate in the State of New Jersey, please bring it to our office, so that we can make a copy of it for our files.

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

The following forms will need to be completed:

- West Milford Non-Certified Application
- Emergency Information Form
- NJ Employee's Withholding Allowance Certificate & Federal W-4
- Fingerprint Process
- Mantoux Test
- Substitute Confidentiality Agreement
- 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.**

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 **Laura Brescia-Earl 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 training through Global Compliance Network (GCN). Information will be provided upon approval.

7/13/2023-lb