

2021 - 2022

New Hire Packet

Cafe/Recess Aide

Restroom Attendant

PT Paraprofessional

(w/No Benefits)



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

Substitute Teachers Only

Dear Applicant,

As of February 10, 2021 all applications to obtain a substitute certificate must be done online. Please refer to the steps below to obtain a county substitute license.

Complete Criminal History Record Check Process

1. Pay administrative fee(s) for the [criminal history background clearance](#) and print out the IdentoGO New Jersey Universal Fingerprint Form from the New Jersey Department of Education (NJDOE) [Office of Student Protection webpage](#) (\$11);
2. Go to the [Identogo Website](#) to schedule an appointment and pay fingerprinting fees (\$66.05 for those who have never been fingerprinted in New Jersey, or \$29.75 if previously printed through the NJDOE subsequent to March 2003).
3. Attend the scheduled appointment time and get fingerprinted. Make sure to bring the following to your scheduled appointment:
 - Picture Identification (ID) Note: Foreign passports will no longer be accepted as proof of identification;
 - IdentoGO New Jersey Universal Fingerprint Form; and
 - [Verify criminal history status form](#).

Apply for the Substitute Credential Online

1. Apply online in the [Teacher Certification Information System \(TCIS\)](#) for the substitute credential and pay the \$125.00 application fee. Questions concerning technical use of TCIS may be resolved by emailing TCIS techassist@doe.nj.gov.
2. Upon completion of the online application, candidates should record their individual Tracking Number generated by TCIS during the application process, and then deliver the following information/documentation with your tracking number to your [County Office of Education](#):
 - a. Sealed college transcripts proving at least 60 or 30 college credit hours (substitute credential) *or* signed letter from employer documenting work experience (CTE substitute credential only);
 - b. Proof of age via license or other government issued identification;
 - c. If applying for the substitute credential using 30 college credits, an official letter from the Registrar's Office providing proof of current enrollment at an accredited college or university.
 - d. Approved [criminal history status check](#).

Sincerely,
Jorge E Diaz
Superintendent of Schools



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
j Diaz@sapublicschools.com

EMPLOYMENT APPLICATION

Name						
	First	MI	Last			
Address						
	Street		Town		Zip Code	State
Home Phone Number				Cell Phone Number		
Social Security Number				Highest Level of Education		
New Jersey Certifications:						
Other Certifications:						

Current Employment

Present Employer:		Address:	
Supervisor:		Contact Number:	
Dates of Employment:		Full Time or Part Time:	
Salary:	Guide	Step	
May we contact this Employer:			
Reason for leaving:			

OTHER EXPERIENCE, Previous 20 Years (Include Military Experience):

From	To	Name, Address, Telephone # of Employer	Type of Work	May we Contact?
				Y N
				Y N
				Y N



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

PROFESSIONAL REFERENCES

List up to three persons living in the United States who are not related to you, who have definite knowledge about your qualifications for the position for which you are applying. Do not repeat the names given previously under Educational or Other Experience:

Full Name	Address & Phone #	Business Occupations	Years Known?

EDUCATION

Tell us about your Educational background beginning with the most recent.

Name & State	Dates Attended	Major area of study and Semester Hours	Minor Area of Study and Semester Hours	Degree	Date Completed
		Hrs:	Hrs:		
		Hrs:	Hrs:		
		Hrs:	Hrs:		

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activity	Years Exp.	Participation	Directing or Coaching



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

DISCLOSURES:

Are you currently under contract? YES NO
If yes, which district? _____
If yes, when does it expire? _____
When may your present employer be contacted? _____

Have you obtained tenure status in any other School District? YES NO
If yes, where? And when? _____
Have you ever been denied tenure? _____
If yes, explain: _____

Have you ever had a teaching certificate or teaching license revoked or suspended? YES NO
If yes, explain: _____

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? YES NO
If yes, explain: _____

Are you a relative of any board member, administrator, or supervisor who is currently serving the school district? YES NO
If yes: Name: _____ Position: _____ Relationship: _____

Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? YES NO

LEGAL INFORMATION:

Are you eligible to work in the United States? YES NO
Have you ever been convicted of a criminal offense other than a minor traffic violation? YES NO
If yes, explain, giving dates: _____

Have you ever had any indicated finding of child abuse filed in your name or been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding that allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated? YES NO
If yes, explain, giving dates: _____

Have you ever been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? YES NO
If yes, explain, giving dates: _____



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? YES NO

If yes, explain, giving dates: _____

Does your name appear on any Sex Offender Database in any state or country? YES NO

EQUAL OPPORTUNITY EMPLOYER

South Amboy Public Schools is an Equal Opportunity Employer. South Amboy Public Schools ensure equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. South Amboy Public Schools has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in completing an application for any opening should contact Personnel.

WARNING

An applicant who willfully provides false information or willfully fails to disclose information required in the above application:

- (1) shall be subject to discipline up to, and including, termination or denial of employment;
- (2) may be deemed in violation of subsection a. of N.J.S.A. 2C:28-3; and
- (3) may be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.).

Applicant's Acknowledgment and Agreement:

By signing and dating below, candidate authorizes the school district to conduct an investigation of candidate pursuant to The School Code to determine whether candidate has been convicted of any criminal or drug offenses as set forth in such statute, and, upon request agrees to execute an investigation authorization form as a condition for candidate's employment.

I certify that the information given by me in this application is true in all respects, and I agree that if the information given is found to be false in any way, it shall be considered sufficient cause for denial of employment or discharge. I authorize the use of any information in the application to verify my statement, and I authorize past employers, all references and other person to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Printed Name: _____

Signature: _____ Date: _____

South Amboy Public Schools is an Equal Opportunity Employer, all eligible persons are encouraged to apply.



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

New Applicant Request

County Code: 23 District Code: 4830

1. Access the [Criminal History Review's New Applicant](#) process.
2. Select the first option: "**New Administration Fee Request (New Applicants Only)**".
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue**".
4. If you are eligible for the process, the screen will display four (4) options as to the job position(s) and employer. Please select the appropriate option and proceed to the next screen.
 - a. All job positions, except school bus drivers and bus aides, for public schools, private schools for students with disabilities and charter schools;
 - b. All school bus drivers and bus aides for public schools, private schools for students with disabilities, charter schools and authorized school bus contractors;
 - c. All job positions, except school bus drivers and bus aides, for nonpublic schools; or
 - d. All school bus drivers and bus aides for nonpublic schools and other agencies.
5. Complete the requested applicant information to include the county/district/school/contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the Applicant Authorization and Certification form (AA&C) by checking the box.
6. Complete the required payment information. There is a \$10.00 administrative fee for the Department to process the request and issue an approval letter. There will also be an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information. Accepted methods of payment are Visa, MasterCard, American Express or Discover credit cards.
7. You **must** click the "**Make Payment**" button only **one time** to complete the transaction. After completing the transaction, you will be presented with three required steps:
 - a. View and/or print your New Administration Fee Payment Request confirmation page;
 - b. Complete and/or print your IdentoGO NJ Universal Fingerprint Form;
 - c. Click here to schedule your fingerprinting appointment with MorphoTrust
8. Select the first option -- "View and/or print your New Administration Fee Payment Request confirmation page" and print a copy of the receipt by clicking the print button in the upper right corner of the page and presenting a copy to the employing entity.
9. Next select the second option -- "View and/or print your IdentoGO NJ Universal Fingerprint Form." You must print the IdentoGO NJ Fingerprint Form and fill in the boxes for height, weight, maiden name (if applicable), place of birth, country of citizenship, hair color, and eye color and present it to MorphoTrust at the time of LiveScan fingerprinting.
10. Access the MorphoTrust web page by selecting the third option "Click here to schedule your fingerprinting appointment with MorphoTrust" or call 1-877-503-5981 to schedule a fingerprinting appointment.
11. In about two weeks, you will be able to view and print your "Applicant Approval Employment History" by accessing the [Office of Student Protection website](#). Provide a copy to your employer.



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

Archive Applicant Request

County Code: 23 District Code: 4830

1. Access the [Criminal History Review Archive](#) process.
2. Select the second option: "**Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**"
3. Enter your Social Security number to ascertain if you are eligible for the process. Click "**Continue.**"
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/ contractor codes furnished to you by your employer and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click "**Next**"
6. Submit your credit card payment. Total payment is \$29.75 Click "Continue" and then click "Make Payment" at the bottom of the next page.
7. The Payment Confirmation page will state "**Your ePayment transaction has been processed successfully.**" You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your "[Applicant Approval Employment History](#)" by accessing it on the Criminal History Review Unit website. Provide a copy to your employer.



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
j Diaz@sapublicschools.com

Transfer Applicant Request

County Code: 23 District Code: 4830

1. Access the [Criminal History Review Transfer](#) process.
2. Select the third option: "**Transfer Request (Only Substitutes and Bus Drivers are eligible),**"
3. Enter your Social Security number to ascertain whether you are eligible for the process. Click "**Continue.**"
4. The screen will display two options:
 - a. For all bus drivers **only**
 - b. For all other job categories
5. Select the option applicable to the position for which you are requesting the transfer. Complete the requested applicant information, including the county/district/school/contractor-vendor codes furnished to you by your employer and click on the "**Next**" button.
6. Review your information and submit your credit card payment. Total payment is \$6.00 (\$5.00 plus a \$1.00 convenience fee charged by the private vendor). Click "**Continue**" and then click "**Make Payment**" at the bottom of the next page.
7. The Payment Confirmation page will state "[Your ePayment transaction has been processed successfully.](#)" Print a copy of this receipt.



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

**NEW HIRE QUESTIONNAIRE AND
 AUTHORIZATION TO EXCHANGE INFORMATION**

Name:			
PART I - CURRENT EMPLOYER			
Name of Employer:		Contact person:	
Address:		Phone number:	
Dates of Employment:			
PART II - FORMER EMPLOYER(S)			
Have you (circle all that apply): worked for a school in the last 20 years? YES/NO worked in a position that involved direct contact with children in the last 20 years? YES/NO If the answer to any of the above two questions was YES, you must complete the below. Identify all applicable former employer(s). Attach additional sheets as necessary.			
Employer: _____	Employer: _____		
Contact person: _____	Contact person: _____		
Address: _____	Address: _____		
Phone number: _____	Phone number: _____		
Dates of Employment: _____	Dates of Employment: _____		
Employer: _____	Employer: _____		
Contact person: _____	Contact person: _____		
Address: _____	Address: _____		
Phone number: _____	Phone number: _____		
Dates of Employment: _____	Dates of Employment: _____		



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

PART III - MANDATORY DISCLOSURES

Have you ever been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families? Note, if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated, you may answer no. YES/NO

Have you ever been disciplined, discharged, non-renewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? YES/NO

Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? YES/NO

If your answer to any of the foregoing is Yes, you must attach an explanation to this questionnaire.

Pursuant to applicable law, you are to be advised that an applicant who willfully provides false information or willfully fails to disclose information required above:

- (1) shall be subject to discipline up to, and including, termination or denial of employment;
- (2) may be deemed in violation of subsection a. of N.J.S. 2C:28d; and
- (3) may be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1992 c.274 (C.2A:58-10 et seq.).

The undersigned hereby consents to the disclosure of the information requested herein to the South Amboy Public School District ("District") and authorizes any current or former employer to disclose such information to the District. The undersigned further consents and authorizes the District to seek records relating to the information requested from any current or former employer, and authorizes any current or former employer to provide such records to the District. In connection therewith, the undersigned releases the District and any current or former employer, their agents and employees, from and against any liability as a result of the provision and/or solicitation of information and/or records as required by this questionnaire and applicable law.

I, the undersigned applicant, hereby certify that the foregoing statements made by me are true and correct to the best of my knowledge and belief, I am aware if any of the foregoing is willfully false, I am subject to punishment.

Print Name

Signature

Date



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

Dr. Harold V. McKenna, M.D., P.A.
305 Main Street
South Amboy, NJ 08879
Telephone: 732-721-1120

South Amboy Board of Education
Employee Physical Information

Date: _____

Physical Exam of _____

I have given _____ a physical exam, Mantoux Test and a urine drug screening in order to determine if _____ is capable of performing his/her duties as a teacher, custodian, secretary or other (circle one).

I have found _____ physically capable of performing his/her duties. He/she has also had a negative Mantoux Test and urinary drug screen.

Harold McKenna, M.D.



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

PHYSICAL FOR NEW EMPLOYEE FORM

I agree to conform to Policy 4212.4 and also agree that all reports will be sent to the Superintendent of Schools and the School Medical Inspector. Upon review by the Superintendent of Schools and the School Medical Inspector, the results will be made available to me.

Print Name

Signature

Date

SCHOOL MEDICAL INSPECTOR

Dr. Harold McKenna
305 Main Street
South Amboy, NJ 08879
(732-721-1120)



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

DIRECT DEPOSIT AUTHORIZATION SOUTH AMBOY BOARD OF EDUCATION

I hereby authorize South Amboy Board of Education to initiate by electronic means direct deposits (credit entries) of my net earnings to my () Checking or () Savings account in the entity named below (*Depository*) and to initiate, if necessary, debit entries and adjustments for any credit entries in error. I authorize the Depository to accept and to credit and/or debit the amount of such entries to my account.

DEPOSITORY (BANK) NAME

ADDRESS

TRANSIT/ABA NUMBER

ACCOUNT NUMBER

This authority is to remain in full force and effect until the company has received written notification from me of its termination in such time and in such manner as to afford the company and the depository a reasonable opportunity to act on it and in no event shall a termination notice be effective with respect to entries processed by the Company or the depository prior to its receipt.

EMPLOYEE NAME

SOCIAL SECURITY #

DATE

EMPLOYEE SIGNATURE

Submit this form to the payroll department with a voided blank check or proof of bank information. Please note that it takes at least one (1) to (2) pay periods for pre-notification of bank routing and account number verification.

ATTACH CHECK HERE



South Amboy Public Schools
240 John Street
South Amboy, NJ 08879
Phone: 732-525-2100 Fax: 732-727-0730

Jorge E. Diaz
Superintendent

www.sapublicschools.com
jdiaz@sapublicschools.com

Please complete the attached documents and submit them with your application:

[2022 Form W-4 \(Federal\)](#)

[Form W-4 \(New Jersey\)](#)

[Employment Eligibility Verification Form I-9](#)