

Attached are items which need to be completed so that you may be processed as a substitute teacher for the Evesham Township Public Schools. After everything is received, you will be scheduled for a short interview with the Director of Personnel. If you are approved, your name will be placed on the next Board Agenda and you can start substituting the next day. You will receive instructions on how to use our Absence Management System via email from Carol Nerney.

**PLEASE READ THE DIRECTIONS CAREFULLY!**

1. **DISTRICT APPLICATION** - This must be completed by each substitute in the district.
2. **I-9 FORM** – Employment Eligibility Verification. Please complete Section 1 of this form. Please review the “Lists of Acceptable Documents” on the back of the form and provide us with one document from List A or one document from List B **AND** one from List C. We also need to have a copy of your Social Security card.
3. **W4 FORMS** – These are for payroll purposes (TWO forms - one is State and one is Federal). Sign and date the forms.
4. **DIRECT DEPOSIT APPLICATION** – If you would like to have your payroll check directly deposited into your savings or checking account, please complete the enclosed authorization. **Return with a voided check or deposit slip.**
5. **MANTOUX TEST** – You are required to provide proof of a negative Mantoux (TB) test within the last six (6) months. If you do not have this, please contact our school nurse at the Marlton Elementary School - 988-9811 (September to June) to make arrangements to have this done. Since the nurse does not work in the summer months, please go to your family physician to have the TB test performed in July and August.
6. **FINGERPRINTING** – This is for a criminal history review. Detailed instructions are attached in this package. Applicant authorization, payment and scheduling of fingerprinting appointments may be made online. After you have your receipt with the PCN number and completed form N. NJAPS2, Version 4.0, go online and click on **Criminal History Record Check On-Line Payment**. You authorize the process of a criminal record search by the Federal Bureau of Investigation and the New Jersey State Police at this site. Once you have received your letter stating the criminal history process has been complete, please provide the personnel department a copy of this letter.
7. **SUBSTITUTE CERTIFICATE** – You need to apply for this only if you do not have a NJ Teaching Certificate. Detailed instructions are given under County Substitute Application Instructions.
8. **PERSONNEL DATA REQUEST FORM** – Please fill out and return.
9. **HARASSMENT, INTIMIDATION AND BULLYING POLICY TRAINING** – Please follow the attached directions, read the entire training presentation document, then print out and sign the Online HIB Training form. This form must be returned with this packet.
10. **INJURY REPORTING FORM** – Please read and sign. You must report any work injury to your supervisor immediately.
11. **403B TAX SHELTER ANNUITIES** – Please refer to our district website under the payroll and benefits overview section.
12. **AFFORDABLE CARE ACT** – Please read the enclosed handout and sign the yellow receipt verifying that you have been given this information.
13. **SEXUAL MISCONDUCT/CHILD ABUSE DISCLOSURE RELEASE** – Please complete and return.
14. **ABSENCE MANAGEMENT** – You will receive a welcome letter with instructions via email. Please register as soon as you can and use this system for your jobs as a substitute.

15. Please read the directions to register on our employee portal to access your paycheck information. Pay information may be viewed by going to our district home page. Under the Employee Resources tab, click on Payroll and Benefits. Use the first address to register and the second address to view your information after you have registered. You will need your employee ID number to register. Your ID number can be found on your paycheck stub. Please note that once your checks are direct deposit, we will no longer mail out check stubs. In addition, this is where you will be able to access and print your W-2's at the end of the year.
  
16. Governor Murphy's Executive Order #253 requires Covid-19 vaccinations or weekly Covid-19 testing for all NJ public school employees. Please provide proof of vaccination.