

ONBOARDING INSTRUCTIONS FOR SUBSTITUTE POSITIONS

Thank you for your interest in the Lacey Township School District!

Please review the steps below to ensure a smooth onboarding process. Feel free to contact the Human Resources Department with any questions at 609-971-2000, ext. 1003 or 1013.

1. **APPLY FOR THE POSITION:**

- To apply go [here](#).
- Then click “Apply” next to the substitute position for which you would like to be considered
- Select “Start” if you have not previously applied for a position via Applitrack. If you have previously registered/applied in the past using Applitrack, click “Login” to access your existing account
- Be sure to write down the login name and password you created when applying for the position. You may need this information later on in the process to upload required documents (i.e. certification, criminal history results, Mantoux/TB, letters of reference, as listed below)
- Complete and SUBMIT your application
- You must use your legal name to apply for a position (the name that the Social Security Administration has on file for you)
- Once your application is received, it will be reviewed, you will receive additional information if you are selected for a substitute position.

2. **CERTIFICATION:** If you are applying for a Substitute Teacher position, you must either have a NJ Teaching certification or a NJ Substitute certification. If you need to apply for a NJ Substitute certification, please refer to separate instructions “Applicant checklist for Substitute Teacher application” (at least 30 college credits are required to apply for the County Substitute certification). Certification is not required for the other Substitute positions.

3. **CRIMINAL HISTORY REVIEW/FINGERPRINTING:** This process must be completed before you begin working. The criminal history review is a requirement in the State of New Jersey, and your employment is contingent upon completing criminal history review/fingerprinting and receiving a clear criminal history background check. Please refer to separate “Fingerprinting Instructions”.

4. **MANTOUX TEST AND PHYSICAL:** In order to work in Lacey Township School District, you must submit proof of a physical and Mantoux test results prior to starting work. Mantoux test results dated up to 6 months prior to your hire date will be accepted. You may go to your own physician, urgent care, or contact the Ocean County Health Department to perform the test for a small fee (OC Health Dept. phone number is 732-341-9700; website <https://www.ochd.org/Resources/Page/388>).
5. **THREE (3) LETTERS OF REFERENCE:** You must submit 3 letters of reference which may be personal and/or professional.
6. **SEXUAL MISCONDUCT/CHILD ABUSE DISCLOSURE RELEASE FORM(S):** You must submit a separate form for all of the current/former employers within the last 20 years that were school entities or where you worked in a position that involved direct contact with children.
7. **NEW HIRE FORMS:** The following forms must be completed prior to starting work:
 - W-4
 - NJ-W4 Withholding Allowance Certificate
 - I-9 ***must provide forms of ID (e.g. current driver's license and social security card in your name or a current passport in your name)**
 - Self Reporting of Criminal Charges
 - Health Screening ***on our Employee Health Appraisal Form***
 - Mantoux (TB) Results: This is a **mandatory** test required by the NJDOE.
 - Direct Deposit ***Please submit either a voided check or a direct deposit authorization form signed and dated by you with the direct deposit form***
 - Pay Schedule / Doculivery (pay stub/tax forms) log in directions
 - State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release - must be submitted for any current/former employers, where you worked with children in the last 20 years.
 - 3 reference letters (personal or professional)
8. **SUBSTITUTE ORIENTATION:** Substitutes are required to attend the Substitute Orientation (which is approx. 1 hour in length). Attendance is not required for custodial substitute positions.
9. **BOARD APPROVAL:** All Substitutes must be approved by the Board prior to starting work (Board meetings occur once per month).

Upon successful completion of the steps above, you will receive email notification that you have been added to the Substitute list and may begin working. You will be registered for the Frontline/Aesop system which will allow you to access available jobs via phone and web.