

Substitute teaching applicants may obtain a substitute packet at the following address prior to registering for a training session:

***Somerville Public Schools
Administrative Headquarters***

***51 West Cliff Street
Somerville, NJ 08876
Attn: Ana Raymondi
2nd Floor***

The checklist below identifies the documentation needed by substitute staff.

Bring COPIES of documents requested (certificates, IDs, MorphoTrak form/receipt, fingerprint approval letter, etc.) when dropping off paperwork

Note: There is not a need for substitute teachers at this time.

If you have questions, you may call Ana Raymondi at (908) 218-4118.

NOTE: Please park on the STREET, observing alternate side of the street parking signs, as the parking lot is reserved for staff only.

PLEASE READ INSTRUCTIONS VERY CAREFULLY

Substitute Applicant Has a Substitute OR New Jersey Permanent Teacher Certificate:

- Half sheet general information form
- \$10.00 money order/certified check (fingerprint paperwork processing fee) **OR** \$35.30 money order/certified check (fingerprint archive system fee) made payable to the *State of New Jersey*. *The fingerprint archive system is available for those applicants who were fingerprinted after February 21, 2003. If fingerprinted prior to February 21, 2003, the applicant must be re-fingerprinted.* **IMPORTANT NOTE: Somerville Public Schools archives applicants even if currently employed with another school district.**
- Criminal History Review Unit form (**must be notarized/dated on same day fingerprint paperwork processing fee is given to Ana**)
- Oath of Allegiance (must be notarized)
- I9 Employment Eligibility Verification form (refer to back of form for identification)
- W4 form
- MorphoTrak form with receipt (once you've been fingerprinted). *If applicant is being fingerprinted, a \$70.25 fee is required to pay the company directly.* Go online or call telephone number listed on form to schedule appointment (refer to directions on the company's form). If applicant is going through the fingerprint archive system, a copy of the previous MorphoTrak form with receipt is needed.
- Fingerprint Approval Letter. This letter will be mailed home from the State about **one month** after you are fingerprinted and/or going through the fingerprint archive system. The State will not mail this letter to your home unless the appropriate money order/certified check/online payment was received.
- Copy of certificate
- Résumé
- Mantoux test results (Tuberculin)-acceptable if done within one year, otherwise must be done with physician

Substitute Applicant Does Not Have Teaching Certificate:

- Half sheet general information form
- \$10.00 money order/certified check (fingerprint paperwork processing fee) **OR** \$35.30 money order/certified check (fingerprint archive system fee) made payable to the *State of New Jersey*. *The fingerprint archive system is available for those applicants who were fingerprinted after February 21, 2003. If fingerprinted prior to February 21, 2003, the applicant must be re-fingerprinted.* **IMPORTANT NOTE: Somerville Public Schools archives applicants even if currently employed with another school district.**
- Criminal History Review Unit form (**must be notarized/dated on same day fingerprint paperwork processing fee is given to Ana**)
- Oath of Allegiance (must be notarized)
- County Substitute Certificate Application
- I9 Employment Eligibility Verification form (refer to back of form for identification)
- W4 form
- MorphoTrak form with receipt (once you've been fingerprinted). *If applicant is being fingerprinted, a \$70.25 fee is required to pay the company directly.* Go online or call telephone number listed on form to schedule appointment (refer to directions on the company's form). If applicant is going through the fingerprint archive system, a copy of the previous MorphoTrak form with receipt is needed.
- Fingerprint Approval Letter. This letter will be mailed home from the State about **one month** after you are fingerprinted and/or going through the fingerprint archive system. The State will not mail this letter to your home unless the appropriate money order/certified check/online payment was received.
- \$125.00 MO/certified check/personal check made payable to the *NJ Commissioner of Education* (substitute cert fee)
- Résumé
- Mantoux test results (Tuberculin)-acceptable if done within one year, otherwise must be done with physician
- Official transcripts from all colleges attended sent to office contact information below

BRING COPIES of documents (certificates, IDs, MorphoTrak form/receipt, fingerprint approval letter, etc.) when dropping off paperwork

Ana Raymondi, Secretary
51 West Cliff Street
Somerville, New Jersey 08876
Telephone: (908) 218-4118; Fax: (908) 218-0085; Email: araymondi@somervillenk12.org

EXPEDITE THE FINGERPRINTING PROCESS BY GOING ONLINE:

Pay the State the \$10/\$35.30 fee directly - https://homeroom2.state.nj.us/chr/chr_start.jsp