

Substitute teaching applicants, volunteers, and coaches may obtain a packet with instructions at the following address.

**Somerville Public Schools
Administrative Headquarters - 2nd Floor
Antonette D'Angelo – (908) 218-4118
51 W. Cliff Street
Somerville, NJ 08876**

**Please call before coming to ensure
Ms. D'Angelo is in the office.**

NOTE: There are only two visitors' parking spaces available in our lot. If those spots are taken **DO NOT PARK IN A RESERVE SPOT**, even if you feel you are only coming in a few minutes. Reserved spots are for administrative staff only. Please park on the street, observing alternative side of the street parking signs to avoid getting a ticket.

The checklists below if for information only and identifies the documentation needed for:

Substitute Teaching, Volunteers, and Coaches

Packets can be obtained as noted above.

Substitute Procedure

PLEASE READ INSTRUCTIONS VERY CAREFULLY

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

- Contact Sheet information form
 - Proof of payment of \$11 fingerprint paperwork processing fee **OR** \$35.30 fingerprint archive system fee. *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.*
PAY THE STATE THE \$11.00 OR \$35.30 FEE DIRECTLY:
https://homerom3.state.nj.us/chr/chr_start.jsp
 - Criminal History Review Unit form (**must be notarized**)
 - Oath of Allegiance (**must be notarized**)
 - I-9 Employment Eligibility Verification form (**Passport OR Drivers License and Social Security Card**)
 - W-4 form
 - Notification of Employment After Retirement Form **(IF APPLICABLE)**
 - IdentoGO form with receipt (once you've been fingerprinted). *If applicant is being fingerprinted, a \$67.50 fee is required to pay the company directly.* If applicant is going through the fingerprint archive system, a copy of the previous company 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 online payment was received.**
 - Copy of certificate
 - Résumé
 - Mantoux test results (Tuberculin)-acceptable if done within one year, otherwise must be done with physician
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Substitute Applicant Does Not Have Teaching Certificate:

- Contact Sheet information form
- Proof of payment of \$11 fingerprint paperwork processing fee **OR** \$35.30 fingerprint archive system fee. *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**)
- Oath of Allegiance (**must be notarized**)
- County Substitute Certificate Application
- I-9 Employment Eligibility Verification form **Passport OR Drivers License and Social Security Card**
- W-4 form
- Notification of Employment After Retirement Form **(IF APPLICABLE)**
- IdentoGO form with receipt (once you've been fingerprinted). *If applicant is being fingerprinted, a \$67.50 fee is required to pay the company directly.* If applicant is going through the fingerprint archive system, a copy of the previous company 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 online payment was received.**
- \$125.00 MO/certified check/personal check made payable to the *State of New Jersey* (5-year sub certificate 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

Antonette D'Angelo, Secretary
51 West Cliff Street
Somerville, New Jersey 08876
Telephone: (908) 218-4118; Fax: (908) 218-0085
Email: adangelo@somervilleschools.org

Volunteer Procedure – PLEASE READ INSTRUCTIONS CAREFULLY

- Contact Sheet General Information Form
- \$11.00 fingerprint paperwork processing fee. Provide a copy with a receipt of your online payment.
- IdentoGO form with receipt. Applicant **must** be fingerprinted. You are required to pay this fee to the company directly.
- Coaching/Paraprofessional application
- Criminal History Review Unit form (**must be notarized**)
- Oath of Allegiance (**must be notarized**)
- I-9 Employment Eligibility Verification form
(Passport OR Drivers License and Social Security Card)
- Mantoux Test/Tuberculin results (acceptable if done within the past year)
Call Christine Guerreiro, SHS School Nurse, to schedule an appointment: 908-243-1544
- Fingerprint approval letter (will be mailed to your home once the \$11 fee is received by the State AND you have been fingerprinted)

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Coach/Advisor

(Must be licensed as a teacher or need to obtain a substitute certificate)

- Contact Sheet General Information Form
- Proof of payment of \$11 fingerprint paperwork processing fee **OR** \$33.50 fingerprint archive system fee. *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.***
- Coaching application
- Criminal History Review Unit form (**must be notarized**)
- Oath of Allegiance (**must be notarized**)
- County Substitute Certificate Application (if do not have teaching certificate)
- I-9 Employment Eligibility Verification form **Passport OR Drivers License and Social Security Card**)
- W-4 form
- Notification of Employment After Retirement Form **(IF APPLICABLE)**
- IdentoGO form with receipt (once you've been fingerprinted)
- Fingerprint approval letter (will be mailed to your home once the \$11 fee is received by the State AND you have been fingerprinted)
- Résumé
- Mantoux Test/Tuberculin results (acceptable if done within the past year)
Call Christine Guerreiro, SHS School Nurse, to schedule an appointment: 908-243-1544
- Teaching certificate

If need to obtain substitute certificate:

- \$125.00 MO/certified check/personal check made payable to the *State of New Jersey* (5-year sub certificate fee)
- Official transcripts from all colleges attended sent to office contact information below

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