

Office Use Only

Date/Time: _____

Grade preference: _____

Notes: _____

Recommend to Board: Y N

Mannington Township School District

495 Route 45, Mannington, NJ 08079

Phone: (856) 935-1078 Fax: (856) 935-3747

www.manningtonschool.org

Substitute Application

Substitute Position(s) for which you are applying:

____ Teacher ____ Aide ____ Nurse

____ Cafeteria ____ Secretary ____ Custodian

Name *(please print)* _____

Address _____

Telephone Number _____ Email _____

Education:

Name of School	Address/Location	# of Years Attended	Diploma/Degree

Work Experience: *(List present/last employment first)*

Dates	Name and Location	Position	Salary

Are you over the age of 18? ____ Yes ____ No Are you authorized to work in the United States? ____ Yes ____ No

When are you available? _____

Note: Proof of a PPD test is required prior to beginning work. If you have previously had a PPD test completed, please include a copy of the test results with this application. Otherwise, please provide the date the appointment is scheduled: _____ Questions? Contact cmoore@manningtonschool.org

References: Please name three people who have a definite knowledge of ability, training, and character:

Name	Complete Address/Telephone #	Position

Criminal History Record Check:

Have you ever been convicted of a felony, misdemeanor, or any offense other than a minor traffic violation? Yes No If yes, please explain:

ALL CANDIDATES MUST SATISFACTORILY COMPLETE THE REQUIRED CRIMINAL HISTORY RECORD CHECK.

If you have already completed a criminal history record check, Please attach a copy of your criminal history record check information to this application form. Chapter 116 of P.L. 1986 states that no local board of education employ any person unless it has first been determined that no criminal record exists in the following areas: (1) sexual offenses or child molestation (NJS 2C:14-1 ET SEQ.; (2) endangering the welfare of children or incompetents (NJS 2C:24-4 and NJS 2C:24-7).

Child Abuse/Sexual Misconduct:

- 1) Have you ever been the subject of any child abuse or sexual misconduct investigation (unless the investigation resulted in a finding that any such allegations were deemed false and/or unsubstantiated);
- 2) Have you ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or was otherwise separated from any employment due to allegations, a pending investigation or an adjudication of child abuse or sexual misconduct; or
- 3) Have you ever had a license or certificate suspended, surrendered, or revoked due to allegations, a pending investigation or an adjudication of child abuse or sexual misconduct?

Yes No If yes, please explain: _____

Notification of Penalties for an applicant who willfully provides false information or willfully fails to disclose the information requested above. For such willful acts or any failure to disclose, the applicant could be:

- a) subject to discipline up to, and including, termination or denial of employment;
- b) deemed in violation of N.J.S.A. 2C:28-3(a) – which pertains to an unsworn falsification to authorities (“A person commits a crime of the fourth degree if he makes a written false statement which he does not believe to be true, on or pursuant to a form bearing notice, authorized by law, to the effect that false statements made therein are punishable.”); and
- c) subject to a civil penalty of not more than \$500.00.

I do hereby make application for employment in the Mannington Township School District and assert that the facts set forth in my application are true and complete. I understand that if employed, false statement on this application shall be considered sufficient cause for dismissal.

Signed: _____ Date: _____

Return this application to: Mannington Township School
495 Route 45
Mannington, NJ 08079

Affirmative Action/Equal Opportunity Employer

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W-4 _____	I-9 _____	Direct Deposit _____	Fingerprinting _____	Certification _____
Health Form _____	Mantoux Date _____	Date Board Approved _____		