

**WOODSTOWN-PILESGROVE REGIONAL SCHOOL DISTRICT**  
**Woodstown, New Jersey 08098-1336**

**SUBSTITUTE APPLICATION PROCEDURES**

The items listed on this front side of the sheet are required for issuance of a substitute teaching certificate:

1. The Department of Education requires all new employees to undergo a criminal history background check. Enclosed are instruction sheets detailing the steps to be followed for your fingerprinting as a new employee or archiving your prints if you have had them done for another school district.
2. Complete the Substitute Credential Application form.
3. Complete the Oath of Allegiance. Someone in the Superintendent's Office can notarize the form for you.
4. An official transcript showing a minimum of 60 semester hour credits completed at an accredited college. *Do not open the transcript. **The transcript must be in an official sealed envelope.***
5. A certified check or money order in the amount of \$125.00 payable to the **New Jersey Commissioner of Education** is required. This is the cost of the substitute certificate, which is valid for five years. Please note that cash or a personal check is not acceptable.

When you have all of the items listed in #1 through #5 above, bring them to the Superintendent's Office at the Woodstown-Pilesgrove Regional School District along with the district documents listed below.

**The items listed below are documents required by the district prior to working as a substitute:**

1. Employment Application: Complete the district application in its entirety. Be sure to indicate at which schools you are willing to substitute. While some spots may be left blank on the back of the form, you must fill in the reference section and sign the form.
2. Complete the following forms:
  - a. W-4 form.
  - b. Top portion of the Employment Eligibility Verification Form. When supplying your forms of identification, we must see the originals; copies are not acceptable.
  - c. State of New Jersey New Hire Reporting Form. Leave date of hire blank.
  - d. 403(b) Salary Reduction Contribution Eligibility Notification form. Leave date of hire blank.
  - e. Direct Deposit form. Please include a voided check.
  - f. Physical Form signed by your doctor.
  - g. Public School Works – Annual training for all staff/substitutes/volunteers/coaches in the district. Once you receive your email from Public Schools Works (check your spam) you will have 30 days to complete the training. Only the modules you are required to complete will be listed.
  - h. Questions? Call Joyce Rose at 856-769-0144 extension 22252