

Please read and print these instructions before you begin the application process.

If you have any questions regarding the online application system, please contact Vehicle Maintenance/Grounds at

Instructions for applying

Step I: Filling out your online application.

The first step in the application process is to complete the online application. Select your desired position. The online application can be accessed directly from the Toms River Regional Schools website. If you have any questions regarding your online application, please contact the Vehicle Maintenance/Grounds department at 732-505-5644.



DO NOT FILL OUT THE FORMS ON THE SUPPLEMENTAL MATERIALS PAGE IN YOUR ONLINE APPLICATION. IF YOU DO, YOU WILL INCUR UNNECESSARY COSTS.

Do not fill out the following forms unless directed to do so

Step II: DOWNLOAD, FILL OUT, AND SUBMIT FORMS ELECTRONICALLY

Please note that completing your online application will require the use of a scanner. If you do not have a scanner, they are available to use at no charge at the Ocean County Library.

*The following forms are available to open from the supplemental materials page in your online application. To download/ open a form, simply click the name of the form listed in the following steps:

District administrators request the following items for their review. Click 'Add File' to submit a file electronically now. If you cannot upload your documents, be prepared to provide them should you be called for an interview. **PLEASE DO NOT SEND US PAPER DOCUMENTS.** **Note:** You assure that we have a complete record of your candidacy if you upload all materials yourself.

Please review the instructions for substitute applicants: [Instructions](#)

[Employment Eligibility Verification \(Form I-9\)](#)
[The W-4 Form](#)
[Vital Statistics Form](#)
[Sagem Morpho Fingerprinting](#)

Type	Status
Social Security Card	Add File(s)
Drivers License	Add File(s)
Employment Eligibility Verification (Form I-9)	Add File(s)
W-4 Form	Add File(s)
Vital Statistics Form	Add File(s)
TB Test Results	Add File(s)
Clearance Letter	Add File(s)

Tip: If scanning documents to upload, scan them as 200 dpi black-and-white images.

1. Download and save the **Vital Statistics Form** to your computer. The Vital Statistics form is listed on the Supplemental Materials Page. (Step 5 of your online application.) On the following page is a screen shot of the Vital Statistics Form.

Please fill out the following Form.

TOMS RIVER REGIONAL SCHOOLS

VITAL STATISTICS FORM

TO BE COMPLETED AND RETURNED TO PAYROLL

PLEASE PRINT OR TYPE

TODAYS DATE:

SOCIAL SECURITY NUMBER:

NAME:

First Middle Last

2. Be sure to fill out all required information. Click the SAVE button to save the form.

1 / 1 | Sign - | Review & Comment - | E3 | Find

ef HighlightFe ds

Fill out the following form.

TOMS RIVER REGIONAL SCHOOLS

VITAL STATISTICS FORM

TO BE COMPLETED AND RETURNED TO PAYROLL

PLEASE PRINT OR TYPE

TODAYS DATE: _____

SOCIAL SECURITY NUMBER: _____

NAME: _____

First Middle Last

ADDRESS: _____

Street

City State Zip Code

Done Unknown Zone

3. Select the blue Add file link listed next to Vital Statistics Form.

[1] District administrators request the following items for their review. Click 'Add File' to submit a file electronically now. If you cannot load your documents, be prepared to provide them should you be called for an interview. PLEASE DO NOT SEND US PAPER DOCUMENTS. Note: You as SLT are that we have a complete record of your candidacy if you upload all materials

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[The W-4 Form](#)

[Vital Statistics Form](#)

[Sample Application for Employment](#)

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Clearance Letter	Add File(s)

Step III: DOWNLOAD, FILL OUT, AND SUBMIT FORMS ELECTRONICALLY

The Following forms must be printed and signed manually. Once you sign the document, you can scan it into your computer.

1. Download the *W-4 Form* save it to your computer desktop. To download the form, click the Blue link titled "W-4." The W-4 form is the listed on the Supplemental Materials Page. (Step 5 of your online application.) Below is a screenshot of the W-4 Form.

Please fill out the following form. Highlight Fields

Form W-4 (2009)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2009 expires February 16, 2010. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 6233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2009. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent.	A	<input type="text"/>						
B	Enter "1" if: <table border="0" style="display: inline-table; vertical-align: middle;"><tr><td style="font-size: 2em; vertical-align: middle;">{</td><td style="padding: 0 5px;">• You are single and have only one job; or</td></tr><tr><td></td><td>• You are married, have only one job, and your spouse does not work; or</td></tr><tr><td></td><td>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</td></tr></table>	{	• You are single and have only one job; or		• You are married, have only one job, and your spouse does not work; or		• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	B	<input type="text"/>
{	• You are single and have only one job; or								
	• You are married, have only one job, and your spouse does not work; or								
	• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.								
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<input type="text"/>						

Unknown Zone

2. Be sure to fill out all required information. Click the SAVE button to save the form to your computer.

Please fill out the following form.

Form W-4 (2009)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2009 expires February 16, 2010. See Pub. 505, Tax Withholding and Estimated Tax.

Note. You cannot claim exemption from withholding if (a) your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends) and (b) another person can claim you as a dependent on their tax return.

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earner/multiple job situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

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Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see the Instructions for Form 8233 before completing this Form W-4.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2009. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A Enter "1" for **yourself** if no one else can claim you as a dependent. A

B Enter "1" if:
 • You are single and have only one job; or
 • You are married, have only one job, and your spouse does not work; or
 • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. B

C Enter "1" for your **spouse**. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) C

3. Select the blue Add file link listed next to the W-4 Form.

District administrators request the following items for their review. Click 'Add File' to submit a file electronically now. If you cannot upload your documents, be prepared to provide them should you be called for an interview. **PLEASE DO NOT SEND US PAPER DOCUMENTS.** **Note:** You assure that we have a complete record of your candidacy if you upload all materials yourself.

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Clearance Letter	Add File(s)

Tip: If scanning documents to upload, scan them as 200 dpi black-and-white images.

4. Click the “Browse” button to locate the W- 4 form on your computer. Select the W-4 Form file from your computer and Click the “Upload” button.

Upload your W-4 Form.

You may upload two types of files. All files must have an extension (.doc, for example). You may upload either:

1. a MS Word document (.doc, .docx or .rtf)
2. a scanned image (.pdf, .bmp, .gif, .jpg, .png or .tif)

In either case, if your document contains a scan, it **MUST be black-and-white** (1 bit). Color and grayscale scans are too large for the district to view. Most black-and-white documents are 100-200 Kb. The maximum allowable file size is 1,000 Kb (1 megabyte).

Click the Browse button below to select the file to upload. It may take a few moments to upload larger files. Only click the Upload button once.

(If you get a security warning during the upload, you must click OK/Yes to proceed.)

IV. Applicant Authorization

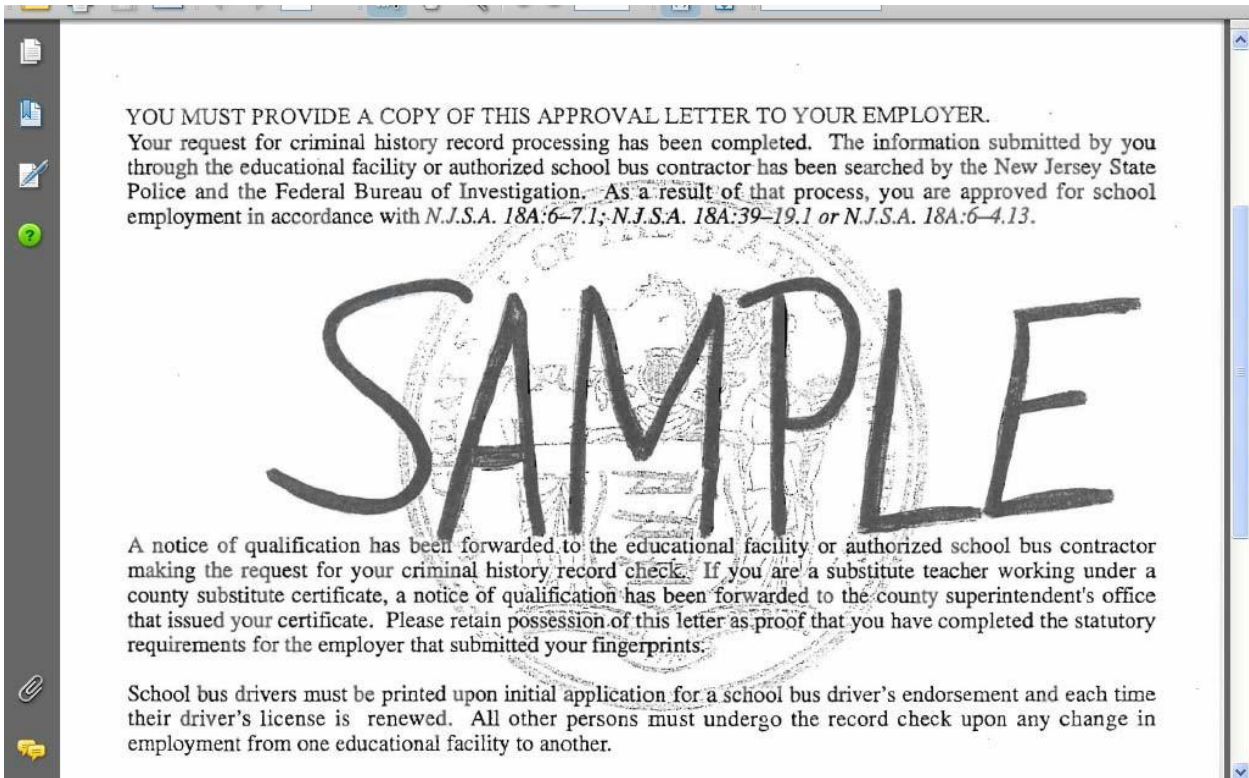
*Please note that the applicant authorization process is now online. Please click the link that is listed on the Supplemental Materials Page of your application. Payment is required and can be completed online. You will need to upload your confirmation page. Please see the steps listed above for directions on how to upload a file.

V. Fingerprinting

1. Fingerprinting is required for all new hires. Please visit <http://www.nj.gov/education/educators/crimhist> to schedule and pay for your fingerprinting appointment and complete the AA&C form. The fees for fingerprinting are \$11 for the AA&C and an additional \$67.20 for the actual fingerprinting appointment. Follow all instructions as listed on the site.
2. Select File Authorization And Make Electronic Payment For Criminal History Check.
3. Select New Administrative Fee (\$11). Select from 4 categories. Be sure to select the category for the job you are applying for. Fill out form.
***Failure to choose the correct category will cause you to incur additional archiving fees to rerun your fingerprints through the system.**
4. Print AA&C fee payment receipt to upload to your application.
5. Complete open blocks on IndentoGo form. Print Form. Following online filing, click on Morphotrust fingerprinting link to schedule your appointment (\$67.20). **Bring the IndentoGo form with you to your fingerprinting appointment.**

6. After fingerprinting appointment, upload fingerprinting confirmation receipt to your application.
7. Upload Clearance Letter to your application upon receipt (estimate delivery is in 4 weeks to your home address).

*On the following page is a screenshot of the clearance letter you will receive.



VI. Scanning and Uploading Files:

1. The following documents must be scanned into your computer:
 - Driver's License
 - Social Security Card
 - Copy of MANTOUX TUBERCULIN TEST – The Mantoux test can be completed for a \$20 fee at the Ocean County Health Department, located at 175 Sunset Avenue, Toms River. Please call 732-341-9700 for an appointment.
 - Criminal History Clearance letter once it is received

2. Once the scan for each document is complete, save the documents to your computer desktop.

3. Go to Page 5 of the Online Application (Supplemental materials Page). Select the blue "Add File" link next to the corresponding document.

- 11. Language Skills
- 12. References
- 13. Supplemental Materials [Certified]
- 14. Referral Source
- 15. Additional Information
- 16. Disclosures
- 17. Legal Information
- 18. EEO-1 Form
- 19. Confirmation

Type	Status
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Vital Statistics Form	Add File(s)

Tip: If scanning documents to upload, scan them as 200 dpi black-and-white images.

4. Select the Browse button to locate the document on your desktop. Select the "Upload" button to upload the document to your online application. Be sure to complete these steps for driver's license, social security card, and Mantoux test results, and clearance letter