

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

If you have any questions regarding the online application system, please contact the Luci Menzies at 732-505-5890 ext. 350212.

\*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.

**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.



**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**

**Several of the following forms require a manual signature. Please print the forms that require a signature, sign then, and then upload them to your computer**

\*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	<a href="#">Add File(s)</a>
Drivers License	<a href="#">Add File(s)</a>
Employment Eligibility Verification (Form I-9)	<a href="#">Add File(s)</a>
W-4 Form	<a href="#">Add File(s)</a>
Vital Statistics Form	<a href="#">Add File(s)</a>
TB Test Results	<a href="#">Add File(s)</a>
Clearance Letter	<a href="#">Add File(s)</a>

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

ADDRESS:   
Street

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

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

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Tip: If sending documents to upload, scan them at 200 dpi, black and white, in a Qtr.

### 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 and upload it directly from the Supplemental Materials page.

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.

## 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 <b>yourself</b> if no one else can claim you as a dependent. . . . .	A	<input type="text"/>
B	Enter "1" if: <ul style="list-style-type: none"><li>• You are single and have only one job; or</li><li>• You are married, have only one job, and your spouse does not work; or</li><li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li></ul>	B	<input type="text"/>
C	Enter "1" for your <b>spouse</b> . 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"/>

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

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

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Clearance Letter	<a href="#">Add File(s)</a>

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.

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(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.

YOU MUST PROVIDE A COPY OF THIS APPROVAL LETTER TO YOUR EMPLOYER.

Your request for criminal history record processing has been completed. The information submitted by you through the educational facility or authorized school bus contractor has been searched by the New Jersey State Police and the Federal Bureau of Investigation. As a result of that process, you are approved for school employment in accordance with *N.J.S.A. 18A:6-7.1; N.J.S.A. 18A:39-19.1 or N.J.S.A. 18A:6-4.13.*

SAMPLE

A notice of qualification has been forwarded to the educational facility or authorized school bus contractor making the request for your criminal history record check. If you are a substitute teacher working under a county substitute certificate, a notice of qualification has been forwarded to the county superintendent's office that issued your certificate. Please retain possession of this letter as proof that you have completed the statutory requirements for the employer that submitted your fingerprints.

School bus drivers must be printed upon initial application for a school bus driver's endorsement and each time their driver's license is renewed. All other persons must undergo the record check upon any change in employment from one educational facility to another.

## 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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W-4 Form	<a href="#">Add File(s)</a>
Vital Statistics Form	<a href="#">Add File(s)</a>

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**

**TOMS RIVER REGIONAL SCHOOLS**  
**Personnel Department/Superintendent's Office**  
**1144 Hooper Avenue**  
**Toms River, New Jersey 08753**  
**(732) 505-5528 Fax: (732) 818-0165**

**CERTIFICATE OF HEALTH**

**TO BE FILLED OUT AND RETURNED TO THIS OFFICE  
AS SOON AS POSSIBLE**

I hereby certify that I am acquainted with and have examined  
\_\_\_\_\_ and find \_\_\_\_\_  
in the enjoyment of good health, free from physical or mental  
conditions that would interfere with successful teaching and  
governing of pupils.

Signature \_\_\_\_\_  
Physician

Address \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_