

**THANK YOU FOR YOUR INTEREST IN BECOMING A  
SUBSTITUTE IN THE NORTHVALE SCHOOL DISTRICT**

**Requirements for All Substitute Personnel**

**Criminal History Review**

\*All employees hired by the Northvale Public School District who have regular contact with pupils, must submit to a criminal history background check through the ***IdentoGo Fingerprinting*** system. Fingerprinting is required of all new substitutes.

New substitutes who are active in another school system and have completed a criminal history review must file a copy of their approval letter from the State Department of Education with the Northvale School District. The originating district of fingerprints will be contacted for verification of continuous employment.

**Employment Eligibility Verification**

All new employees must complete an Employment Eligibility Verification Form I-9, and show certain prescribed documents that establish identity and employment eligibility as stipulated by the United States Department of Justice Immigration and Naturalization Service.

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**Education and Certification Requirements**

New Jersey Teaching Certificate issued by the State Department of Education is required. If you do not possess a NJ Teaching Certificate, than a current Bergen County Substitute Teacher's Certificate is required.

**To Become a Substitute Teacher or Substitute Aide in the Northvale School District**

**In order to complete the substitute hiring process, the following items are required. An interview with the Principal will be scheduled following receipt of all completed documentation:**

1. Resume, 3 References
2. Copy of New Jersey Teaching Certificate or Current Bergen County Substitute Teaching Certificate
3. Criminal History Letter \* (if you are currently substituting in another district). If you have not been fingerprinted, then please refer to the Criminal History Review section above.
4. Employment Application
5. Copy of TB Mantoux Test Results (negative results)
6. I-9 Employment Eligibility Form including back-up documentation as follows:
  - Driver's License and Social Security Card and/or Current Passport
7. Copy of Substitute Confidential Form
8. New Jersey Residency Requirement Form

**If you are applying for a Substitute Certificate, the following is required.**

1. Completed County Substitute Certification Application
2. Notarized Oath of Allegiance
3. Official Transcripts from an accredited college (sent directly to Mrs. Pat Kayan, Superintendent's Office) reflecting a minimum of 60 college credits
4. Copy of Criminal History approval letter
5. Money order \$125.00 payable to the Commissioner of Education

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**To Become a Substitute Nurse in the Northvale School District**

To serve as a substitute nurse for the district you need to be a registered nurse (RN) and possess a school nurse certificate from the State of New Jersey, Department of Education.

**In order to complete the substitute hiring process, the following items are required. An interview with the Principal will be scheduled following receipt of all completed documentation:**

1. Resume, 3 References
2. Copy of your **RN** License and Current Bergen County Substitute RN Certificate. If you do not have a current Bergen County Substitute RN Certificate, you will need to complete an application form. (see above for applying for a Substitute Certificate)
3. Criminal History Letter\* (if you are currently substituting in another district). If you have not been fingerprinted, then please refer to the Criminal History Review section above.
4. Copy of TB Mantoux Test Results (negative results)
5. I-9 Employment Eligibility Form including back-up documentation as follows:
  - a. Driver's License and Social Security Card and/or Current Passport
6. Copy of Substitute Confidential Form
7. New Jersey Residency Requirement Form

**Please call Pat Kayan at 201-768-8484 ext. 30234 for paperwork.**

**Following receipt of all completed documentation, an interview with the Principal will be scheduled.**