

Application for Professional Employment
Bay Head School
Bay Head, New Jersey 08742
732-892-0668 x100
An Equal Opportunity Employer

Name: _____ Date: ___/___/___

Present Address: _____

Phone: _____ cell: _____

DOB: _____ email: _____

Position Requested: (in order of preference)

Certification: (NJ teaching certificate(s) you hold:

Certificates you hold from other states:

Education:

High School: _____ Year Graduated: _____

College: _____ Degree: _____

Major: _____ Minor: _____

Grade Average: _____

Graduate Program _____ Credits: _____

Degree: _____ Date Granted: _____

Other Graduate Course Work:

Student Teaching Experience:

Teaching Experience: (regular contract)

Most recent: (place) _____

Subject: _____ Grade: _____ from/to: _____

Place: _____

Subject: _____ Grade: _____ from/to: _____

Place: _____

Subject: _____ Grade: _____ from/to: _____

List any non-teaching work experience you feel may be related to the position for which you are applying: (military service first)

List hobbies or outside interests that you feel are related to the position in which you are interested:

List other areas in which you feel capable of serving as an advisor, assistant coach: (athletics, drama, school newspaper, yearbook, etc.):

I authorize investigation of all the statements in this application including investigation of previous employment experiences if I am considered for employment. I certify that the above answers are true and complete and understand that falsification of fact on this application shall be considered sufficient cause for disqualification or dismissal. I further agree to take any future physical examinations the district may deem necessary. References and personal information which become part of this record are to be regarded as confidential and will not be revealed.

ATTACH CRIMINAL HISTORY REVIEW CLEARANCE, IF AVAILABLE

Signature: _____ Date: _____

Please return to: Principal
145 Grove Street
Bay Head, NJ 08742

Criminal History Review Process

New Employees

- A. If you have already had your fingerprinting done for another school district, are a certified teacher and have been continuously employed by a district:**

You do not need to repeat the process.

If you are a substitute, you will need to complete the transfer process. You must complete the following steps:

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is:
<http://www.nj.gov/education/educators/crimhist>.
2. Click on "File Authorization and Make Electronic Payment for Criminal History Record Check."
3. Select the third option: "Transfer Request (Only Substitutes & Bus Drivers are eligible)."
4. Please enter the Social Security number to ascertain if the applicant is eligible for the process. Click "Continue."
5. The screen will display two options:
 1. For All Bus Drivers ONLY
 2. For All Other Job Categories
6. Select the option for the position for which you are requesting the transfer. Complete the requested applicant information including the county/district/school/contractor-vendor code names furnished to you by your employer and click on the "Next" button.

7. Review your information and submit your credit card payment. Click "Continue" and then click "Make Payment" at the bottom of the next page.
8. The Payment Confirmation page will state "Your ePayment transaction has been processed successfully." You may print a copy of this receipt.

B. If you have already had your fingerprinting done for another school district but have NOT been continuously employed by a district:

You will need to apply for the archival process. See attached page titled "Archival Process"

C. If you have never had your fingerprinting done for another school district:

You must complete the following steps.

1. All applicants must submit their Applicant Authorization and Certification by going to the Criminal History website at <http://www.nj.gov/education/educators/crimhist> and clicking on the line "File Authorization and Make Electronic Payment for Criminal History Record Check."
2. Applicant shall select the first choice "New Administration Fee Request" and then select one of the four options depending on their job position and employer.
3. Applicant must complete the Applicant Authorization & Certification (AA&C) form and make the required administrative fee payment with a credit or debit card.
4. After the administrative fee payment has been approved, the applicant will be presented with three choices:
 - a. View and print their Applicant Authorization & Certification (AA&C) confirmation page.

- b. Complete and print their Identogo NJ Universal Fingerprint form.
 - c. Schedule their MorphoTrak fingerprinting appointment.
- 5. Go to www.bioapplicant.com and schedule a fingerprinting appointment.
- 6. Go to the MorphoTrak location for fingerprinting and be sure to bring with you:
 - a. The completed Universal Fingerprint Form
 - b. Photo Identification – driver’s license or photo ID issued by a state department of Motor Vehicles or the NJMVC for ID purposes
 - c. If you scheduled your appointment over the phone and agreed to pay by money order, you will need to bring your money order made payable to MorphoTrak. No other form of payment is accepted at the fingerprint site

ARCHIVE APPLICATION REQUEST

1. Access the Criminal History Review Unit's direct web address to begin the process. The web address is: <http://www.nj.gov/education/educators/crimhist>. Click on **"File Authorization and Make Electronic Payment for Criminal History Record Check."**
2. Select the second option: **"Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)."**
3. Please enter your Social Security number to ascertain if you are eligible for the process. Click **"Continue."**
4. Select the appropriate Applicant Authorization and Certification form (AA&C) that is suitable to your job position and employer.
5. Complete the requested applicant information to include the county/district/school/contractor code names furnished to you by your employer) and proceed to the Legal Certification. In order to continue with the ePayment process, read and accept the terms of the AA&C by checking the box. Click **"Next"**
6. Submit your credit card payment. Total payment is \$31.25 (\$30.25 plus a \$1.00 convenience fee charged by the private vendor). Click **"Continue"** and then click **"Make Payment"** at the bottom of the next page.
7. The Payment Confirmation page will state **"Your ePayment transaction has been processed successfully."** You should print a copy of this receipt.
8. In about two weeks, you will be able to view and print your **"Applicant Approval Employment History"** by accessing it on the Criminal History Review Unit website. Please give a copy to your employer.