



Frequently Asked Questions

Applicant Tracking

Q. When will you be hiring for the school year?

A. At ESS, we hire year-round!

Q. How long will it take to get hired?

A. The time it will take to process your application and get hired depends on a number of factors, starting with your state. Every state has specific credentialing requirements for working with children, and some take longer than others to obtain. Other factors that affect application processing time include whether you already have any of the required credentials, the efficiency in which you obtain and submit the required documentation, and the turnaround time of any associated agencies. You should expect the process to take at least three weeks.

Q. Do you accept paper applications?

A. No. ESS only accepts online applications through the Applicant Tracking system for all open positions.

Q. I have documents that are not electronic files. How do I submit them with my online application?

A. All documents must be scanned and uploaded to your Applicant Tracking application.

Q. I received an error when trying to upload documents into my online application. What should I do?

A. Check that your documents are saved as one of the following accepted file types before uploading: .doc, .docx, .rtf, .pdf, .bmp, .gif, .jpg, .png, or .tif.

Q. I'm trying to upload a document to Applicant Tracking, but the file size is too big. What should I do?

A. If your document contains multiple pages (such as a three-page college transcript), upload each page as a separate attachment. Decreasing the resolution of the document scanner and scanning files in black and white will also decrease file size.

Q. I'm having difficulty uploading materials to my application. May I mail them to you?

A. No. All application materials (resumes, transcripts, certifications, etc.) must be submitted with your online application to be processed correctly. If you don't have your supporting materials in an electronic format, a local business services company such as FedEx Office or Staples can help you scan your "hard copy" materials and create PDFs for you.

Q. How do I know whether ESS has received my online application?

A. Once you've completed the steps to create and submit your online application, you'll receive a confirmation email.

Q. Are all applicants interviewed?

A. No. Hiring managers review applications and interview those who best match the requirements of the position.

Q. Once my application is completed and submitted, am I able to make changes?

A. Yes. Simply log in with the email address and password you provided when initially completing your application, and you'll be able to update your information, make corrections, and upload additional documents. You must click the "Finish and Save Changes" button at the bottom of the page to submit your changes.

Q. If I see another position I wish to apply for, should I complete a separate application?

A. No. Please complete only one application. Once hired, you'll be able to work in additional ESS positions for which you're qualified.

Q. Would contacting ESS directly help to expedite my application?

A. No. By submitting a completed application with all supporting documents, you've done all you need to put yourself in the best possible position to be considered for available positions.

Q. I forgot my password for my ESS application. What should I do?

A. To reset your password, click the "Forgot Password" link and enter your email address.

Q. I've previously completed an application for another school district that uses Applicant Tracking. Do I have to start over?

A. No. If you've applied to any other school district that uses the Applicant Tracking system, you can import your data to your ESS application. After you create your applicant profile, you'll see an option that says "Import."

Q. How do I know which application to complete, New Applicants or District Original Substitutes?

A. Complete "New Applicants" if you've never applied to work with ESS before, and if you're **not** an employee of a school district that is currently transitioning to an ESS program.

Complete "District Original Substitutes" if you're a current employee of a school district that is transitioning to an ESS program. **Please note:** If you select this option and are not an actual District Original Substitute, you will not be contacted for employment.



Frequently Asked Questions NJ Criminal History

Q. Who is required to undergo a NJ Criminal History Record Check?

- A. If the job position is mentioned in the statute N.J.S.A.18A:6-7.2 (i.e. any and all full time/part-time paraprofessionals, one-to-one aides, or substitute teachers, substitute teacher aides, substitute school nurse, substitute custodians, substitute cafeteria workers, substitute school secretary or clerical workers, etc.) or any other individual that may have "pupil contact" must undergo the criminal history record check.

Q. When an applicant is approved by the state, what will they receive indicating the approval and how long will this take? What is acceptable proof of approval for applicants?

- A. The applicant will be able to view and print their approval by accessing the "Applicant Approval Employment History" on the Criminal History Review Unit's [website](#). The process should take approximately two weeks from when the applicant is fingerprinted unless follow-up investigation is required. Valid proof of approval for applicants is a copy of the "**Applicant Approval Employment History**" obtained from the department's website.

Q. If an applicant has been fingerprinted in the State of New Jersey for another purpose, is the applicant required to go through the Criminal History Record Check (CHRC) process again?

- A. Yes, since the regulations concerning dissemination of criminal history information prohibit sharing that material outside of the intended purpose. Federal and state security and privacy regulations dictate that dissemination of this information may only be for the purpose expressed in the "Reason Fingerprinted."

Q. Are substitute employees (i.e., teachers, custodians, nurses etc.) required to undergo the CHRC process again when changing educational facilities?

- A. For the first calendar year after the approval date, a substitute employee may be put on any substitute list in any educational facility in the state without providing proof of continuous employment, until their job position changes to a non-substitute position. After the first calendar year of the approval date, there is no need to have the substitute reapply for a criminal history record check when adding a new educational facility as long as one of the original educational facilities is annually rehiring the substitute and there is no break in service. However, the new employer should require **proof of continuous employment (Verification of Employment/VOE)**.

Q. What procedure should be followed for individuals in substitute positions who change or add on new employers?

- A. Applicants must follow the Transfer procedure.

Q. If an applicant/employee is disqualified for employment, when will the Department of Education notify the applicant of his/her disqualification?

A. Simultaneously, with notification to ESS, the applicant/employee is also notified via regular mail of their disqualification from employment. The applicant has 14 days, to challenge the accuracy of the criminal history record; however, the applicant/employee may **not** have student contact during the challenge.

Q. Under what circumstances may ESS re-instate a disqualified applicant/employee?

A. When an applicant/employee is disqualified, suspended, or released by ESS based on a notification of ineligibility by the CHRU, we may not rehire that individual until we receive written notification from the CHRU office.

Q. What are the disqualifying statutes and the year of their enactment?

A.

- Child Abuse as set forth in R.S.9:6-1 et seq.
- Sexual Offenses or child molestation as set forth in 2C:14-1 et seq.
- Endangering the welfare of a child or incompetent as set forth in 2C:P24-4 and 2C:24-7.
- Crime or offense involving the manufacture, transportation, sale, possession or habitual use of a controlled dangerous substance as defined in the New Jersey Controlled Dangerous Substances Act.
- A crime involving the use of force or the threat of force to or upon a person or property including: armed robbery, aggravated assault, kidnapping, arson, manslaughter and murder, or simple assault involving the use of force which results in bodily injury.
- In any other state or jurisdiction, a conviction involving conduct which, if committed in New Jersey would constitute any of the crimes or disorderly persons offense described in this section of this act.
- All first or second-degree crimes.
- Drug offense changed to reflect "as defined in the Comprehensive Drug Reform Act of 1987 2C:35-1 et al. or drug paraphernalia as defined in 2C:36-1 et seq.
- A crime involving the use of force or the threat of force to or upon a person or property including, but not limited to, robbery, aggravated assault, stalking, kidnapping, arson, manslaughter and murder.
- A crime as set forth in Chapter 39 of Title 2 C (Weapons), a third-degree crime as set forth in Chapter 20 (Theft) and the following crimes:

| | |
|--|-----------------|
| Recklessly endangering another person | 2C:12-2 |
| Terroristic threats | 2C:12-3 |
| Criminal restraint | 2C:13-2 |
| Luring, enticing child into MV, structure. Isolated Area. | 2C:13-6 |
| Causing or risking widespread injury or damage | 2C:17-2 |
| Criminal Mischief | 2C:17-3 |
| Burglary | 2C:18-2 |
| Usury | 2C:21-19 |
| Threats and other improper influence | 2C:27-3 |
| Perjury and false swearing | 2C:28-3 |
| Resisting arrest | 2C:29-2 |
| Escape | 2C:29-5 |

- Or Conspiracy to commit or an attempt to commit any of the crimes described in this act.
- Applies if crime occurs in any other state or jurisdiction and is comparable to NJ law.
- Legislation enacted that mandated the New Jersey State Police retain the state fingerprint image on all applicants for school employment. Should the applicant be arrested subsequent to their approval, the CHRU will be notified and will contact the employing facility to take the appropriate action.
- Legislation enacted that mandated school bus drivers must have a motor vehicle abstract check of their driving record for DWI and drug related offenses. If they are convicted of driving under the influence of alcohol or narcotics on two occasions during a 10-year period or one conviction while operating a school bus, they are permanently disqualified from public school employment. The responsibility for the searches rests with the CHRU.
- Law amended to allow unpaid volunteers to be submitted by the educational facilities for a criminal history background check. However, the educational facility must reimburse the volunteer for the cost of the check. This amendment makes it optional for the facility to reimburse paid employees.
- School bus driver law amended to include sections concerning "leaving a child on a school bus at completion of tour." Includes, notifications to DOE and Superintendent of school; list incident on department Web site; action by MVC on "S" endorsement of driver.
- Bias intimidation.
- Fourth-degree crimes involving a victim that is a juvenile.

Q. Can a prospective job applicant use a vendor other than the state-authorized vendor (MorphoTrust) to have their fingerprints processed (LiveScan) through DOE for pre-employment screening?

A. No, MorphoTrust is the **only** state-authorized vendor for fingerprint screening.

Q. What are the fees for a NJ Criminal History Record Check?

A.

- Initial Fingerprinting: \$62.70 (payable to Morpho Trust) + \$11.00 (payable to DOE)
- Archive Submission Process: \$27.50
- Transfer Process: \$6.00



New Jersey Substitute Certification Instructions

- Substitute credentials are valid for 5 years.
- You are able to renew your substitute teacher certification anytime within 6 months prior to the expiration date indicated on your certification. The Department of Education **will not** accept any paperwork before this date.
- Likewise, if your substitute teacher certification has already expired you **may not** qualify for a renewal and you may have to undergo additional steps.
- Fees for the credentials cannot be older than 30 days, regardless of the type of payment. Please do not obtain money order or submit payment until your entire packet is ready to be submitted to ESS. You must print your full name and last 4 digits of SSN on all money orders and/or checks.
- A substitute credential is **not** needed for persons who hold a New Jersey standard **Instructional, Educational Service, or Administrative** license, Certificate of Eligibility (CE), or Certificate of Eligibility with Advanced Standing (CEAS).
- A substitute certificate is transferable from county to county. If an applicant applies to more than one county for substitute employment, only one certificate will be required.

Steps for Applying for a New Jersey Substitute Certification

1. Apply for employment with ESS by visiting our website.
2. You will need to complete the following application forms:
 - Substitute Credential Application - Check “Yes” that you have taken the Oath of Allegiance, and sign and date on the applicant line.
 - [Oath of Allegiance](#) Form - We will notarize this for you.
 - Criminal History Background Clearance - Pay administrative fees for the criminal history background clearance on the New Jersey Department of Education [Criminal History Website](#) (Fingerprint, Archive, or Transfer – see attached forms.)
 - College Transcripts - Request official, sealed college transcripts proving at least 60 college credit hours, or official “course by course” evaluation from a regionally accredited college. Please have transcripts sent directly to you. You will provide them to ESS, along with remaining requirements at a later point.

3. Provide the following packet of information to ESS:
- Completed Substitute Application
 - Oath of Allegiance
 - Official, sealed college transcripts indicating at least 60 college credit hours
 - Approved Criminal History Check - Date of Approval cannot be more than 5 months ago. If it is, you will need to Archive your fingerprints.
 - \$125 money order made payable to **The Commissioner of Education.**

Key Details to Remember Which Pertain to The Certification Fee

- Purchase your money order **last**, as it cannot be over 30 days old when the DOE receives it.
- Clearly sign the money order and include your last 4-digits of your social security number.
- Do **not** send a check.
- Do **not** write anything on the back of the money order.
- If you reside in **Passaic County**, only money order purchased from the US Post Office will be accepted.

Please Send Your Completed Forms in One Package

ESS - NJ Operations
800 Kings Highway North
Suite 405 & 410
Cherry Hill, NJ 08034

****Please Note:** Do **not** mail paperwork directly to New Jersey Department of Education - it **must** be submitted to ESS.

Service Limits & Related District Processes

| Credential/Certificate | Service Limit (In Same Class Per Year) |
|---|--|
| Substitute Credential, Educational Services, or Administrative Certificates | 20 Instructional days |
| CTE Substitute Credential | 40 Instructional days |
| CE or CEAS not in subject area of classroom where substitute is placed | 40 Instructional days |
| Standard certificate not in subject area of classroom where substitute is placed | 40 Instructional days |
| CE or CEAS in subject area of classroom area where substitute is placed | <p>Can be extended from 60 instructional days to up to one academic year; for an extension beyond 60 days, CEAS and CE substitutes must:</p> <ul style="list-style-type: none"> • Have a provisional certificate; • Be enrolled in or have completed a mentoring program; and • Be enrolled in or have completed CE or CEAS educator preparation program. |
| Standard certificate in subject area of classroom area where substitute is placed | Can be extended from 60 instructional days to up to one academic year |

New Jersey Criminal History Information

If...

- You have never been fingerprinted for Public School Employment, **or**
- You were fingerprinted before February 21, 2003...



You will need to follow the instructions for
New Fingerprinting Procedure

If...

- You were fingerprinted over a year ago and have not been continuously employed with a school district, **or**
- You were digitally fingerprinted after February 21, 2003 for Public School Employment, other than a substitute position...



You will need to follow the instructions to
Archive Your Criminal History Letter

If...

- You Were fingerprinted after February 21, 2003, and
- You Were fingerprinted for Public School Employment, and
- You Were fingerprinted for a substitute position, and
- You Have been continuously employed by a school district since the year your criminal history letter was issued...And can provide a Verification of Employment letter from the school...



You will need to follow the instructions to
Transfer Your Criminal History Information



New Jersey Credentialing Fingerprinting Instructions New Applicants Only

According to N.J.S.A.18A:6-7.2 i.e. anyone working as a substitute teacher, substitute teacher aide, substitute school nurse, substitute custodian, substitute cafeteria worker, substitute school secretary or substitute clerical worker, or any substitute position, regardless of pupil contact, must submit to the criminal history record check. Please [Click Here](#) or copy and paste the following web address into your browser: <https://homerom4.doe.state.nj.us/chr/> to begin the process.

Please follow the below instructions **exactly** as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

1. Select **New Administration Fee Request (New Applicants Only)**

► **New Administration Fee Request (New Applicants Only)**
File Authorization, make electronic payment and print Identogo NJ Universal Fingerprint form.

2. Type in your Social Security Number
3. The next screen displays four (4) options (shown below) pertaining to the job position(s) and employer. Please select **Option 1, All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools.**

Please select an AA&C form:

1. **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**
2. **All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors**
3. **All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools**
4. **All School Bus Drivers and Bus Aides, for Non Public Schools and Other Agencies**

4. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.
5. When you reach the **School Info** box, please leave all selections blank –except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for you to select ***ESS from the available Contractor/Vendor options**.
 - * **Selecting a different option will incur additional fees for you.**
 - * Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

Applicant Information:

PCN*: (To look up your PCN number, please click [here](#))

Last Name*: ---Suffix--- First Name*: Middle Init.:

Social Security No.*: (Number only without "-")

Date of Birth*: ---month--- ---day--- ---year---

Sex*: ----- select -----

Race*: ----- select -----

Street Address*:

City*:

State*: ---select--- Zip*:

Job Category*:

New School Info.*:

Public School Selection

LEAVE BLANK

Other School Selection

LEAVE BLANK

Contractor/Vendor

----- Select County ----- *

ESS(7001) *

Legal Certification:

To continue with the ePayment process read and accept the terms of the AA&C by checking the box:

* I do hereby authorize the New Jersey State Department of Education, its agents and representatives, to submit fingerprint data pertaining to me to the Federal Bureau of Investigation and the New Jersey State Police Bureau of Identification for the purpose of obtaining criminal history record information as required by N.J.S.A. 18A:6-7.2 or N.J.S.A. 18A:12-1.2 or N.J.S.A. 18A:39-19.1.

Contractor Codes

| County | County Code | ESS | Contractor Code | Contributor's Case Number |
|------------|-------------|-----|-----------------|---------------------------|
| Atlantic | 01 | ESS | 7005 | 017005 |
| Bergen | 03 | ESS | 7002 | 037002 |
| Burlington | 05 | ESS | 7006 | 057006 |
| Camden | 07 | ESS | 7001 | 077001 |
| Cape May | 09 | ESS | 7009 | 097009 |
| Cumberland | 11 | ESS | 7010 | 117010 |
| Essex | 13 | ESS | 7011 | 137011 |
| Gloucester | 15 | ESS | 7012 | 157012 |
| Hudson | 17 | ESS | 7008 | 177008 |
| Hunterdon | 19 | ESS | 7013 | 197013 |
| Mercer | 21 | ESS | 7014 | 217014 |
| Middlesex | 23 | ESS | 7007 | 237007 |
| Monmouth | 25 | ESS | 7015 | 257015 |
| Morris | 27 | ESS | 7016 | 277016 |
| Ocean | 29 | ESS | 7003 | 297003 |
| Passaic | 31 | ESS | 7017 | 037002 |
| Salem | 33 | ESS | 7004 | 337004 |
| Somerset | 35 | ESS | 7018 | 357018 |
| Sussex | 37 | ESS | 7019 | 377019 |
| Union | 39 | ESS | 7020 | 397020 |
| Warren | 41 | ESS | 7021 | 417021 |

7. Once you submit your information, you will be asked to pay an \$11 fee, (\$10.00 administrative fee for the department to process the request and issue an approval letter, and an additional \$1.00 convenience fee charged by the private vendor, NicUSA for processing the credit card information.) The only accepted methods of payment are Visa, MasterCard, and American Express or Discover credit cards. Click **Next**.
8. Complete payment information on the next screen.
9. After completing the transaction, you will be presented with three required steps:
 - View and/or print your New Administration Fee Payment Request confirmation page
 - Complete and/or print your IdentoGO NJ Universal Fingerprint Form
 - Click here to schedule your fingerprinting appointment with MorphoTrust
10. Select the first option "**View and/or print your New Administration Fee Payment Request confirmation page**", which will state "**Your ePayment transaction has been processed successfully.**" Print a copy of the receipt by clicking the print button in the upper right corner of the page and retaining this copy for your records.

11. Next select the second option “**Complete and/or print your Identogo NJ Universal Fingerprint Form**” to complete the Identogo NJ Universal Fingerprint Form. Type the missing information into the seven highlighted boxes (*height, weight, maiden name if applicable, and place of birth, country of citizenship, hair color, and eye color*). After the form is complete, you must click the “**Submit**” button at the bottom of the page. When the form has been submitted, you must view and print the **Identogo NJ Fingerprint Form** and present it to MorphoTrust at the time of LiveScan fingerprinting.

*** You will not be fingerprinted without this form.**

12. Access the MorphoTrust web page by selecting the third option **Click here to schedule your fingerprinting appointment with MorphoTrust** or call **1-877-503-5981** to schedule a fingerprinting appointment. Once you are on the correct page, click the button that says **Start Here** under the New Appointment section and follow the prompts.

13. Under **Occupation (Box 25)** you must type in **Substitute Teacher or Substitute Aide**.

14. For your **Employer's Information (Box 26)** you will enter the information below:

ESS
800 North Kings Highway
Cherry Hill NJ 08034

15. Use the following information to complete the remainder of the fields.

- Originating Agency Number (ORI#) - **NJ930100Z**
- Category - **EDK**
- Statute Number - **18A:6-7.2**
- Reason for Fingerprinting - **Public School Employment**
- Document Type - **RB1**
- Payment Information - **\$62.70**
- Contributors Case Number - **Refer to Chart Above**

16. You will need to pay a fee of \$62.70 by credit card upon scheduling.

17. In about two weeks, you will be able to [Click Here](#) or copy and paste the following into your browser: <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history> to check the status of your criminal history letter and view/print your **Applicant Approval Employment History**.



New Jersey Transfer Instructions

Effective January 18, 2011, individuals serving in substitute positions who transfer from one employer to another, must submit a Transfer Request online at the department website, to the Criminal History Review Unit.

Please [click here](#) or copy and paste the following web address into your browser to begin the transfer process: <https://homerom4.doe.state.nj.us/chr/>.

* There is a \$6.00 fee per request.

1. Select the fourth option: **Transfer Request (Only Substitutes & Bus Drivers are eligible)**.

▶ **Transfer Request (Only Substitutes & Bus Drivers are eligible)**

May only be completed by applicants, Educational Facilities, Contractors or Vendors.

2. Enter your Social Security number to ascertain if you are eligible for the transfer process. Click **Continue**.
3. The screen will display the options below. Select **For All Other Job Categories**.

To enter Transfer Request form, please select your current Job Category:

▶ **For All Bus Drivers ONLY**

▶ **For All Other Job Categories**

4. Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher** or ***Substitute Aide**.
5. When you reach the **School Info** box, please leave all selections blank – except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for **you to select *ESS from the available Contractor/Vendor options**.

* Selecting a different option will incur additional fees for you.

* Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

Applicant Information:

PCN*: (To look up your PCN number, please click [here](#))

Last Name*: ---Suffix--- First Name*: Middle Init.:

Social Security No.*: (Number only without "-")

Date of Birth*: ---month--- ---day--- ---year---

Sex*: ----- select -----

Race*: ----- select -----

Street Address*:

City*:

State*: ---select--- Zip*:

Job Category*:

New School Info. *:

Public School Selection

LEAVE BLANK

Other School Selection

LEAVE BLANK

Contractor/Vendor

----- Select County ----- *

ESS(7001) *

6. Notify ESS once this step is completed.
7. In about 48 hours, you will be able to [Click Here](#) or copy and paste the following link into your browser: <https://homerom5.doe.state.nj.us/chrs18/?app-emp-history> to check the status of your criminal history letter and view/print your **“Applicant Approval Employment History.”**

Contractor Codes

| County | County Code | ESS | Contractor Code | Contributor's Case Number |
|------------|-------------|-----|-----------------|---------------------------|
| Atlantic | 01 | ESS | 7005 | 017005 |
| Bergen | 03 | ESS | 7002 | 037002 |
| Burlington | 05 | ESS | 7006 | 057006 |
| Camden | 07 | ESS | 7001 | 077001 |
| Cape May | 09 | ESS | 7009 | 097009 |
| Cumberland | 11 | ESS | 7010 | 117010 |
| Essex | 13 | ESS | 7011 | 137011 |
| Gloucester | 15 | ESS | 7012 | 157012 |
| Hudson | 17 | ESS | 7008 | 177008 |
| Hunterdon | 19 | ESS | 7013 | 197013 |
| Mercer | 21 | ESS | 7014 | 217014 |
| Middlesex | 23 | ESS | 7007 | 237007 |
| Monmouth | 25 | ESS | 7015 | 257015 |
| Morris | 27 | ESS | 7016 | 277016 |
| Ocean | 29 | ESS | 7003 | 297003 |
| Passaic | 31 | ESS | 7017 | 037002 |
| Salem | 33 | ESS | 7004 | 337004 |
| Somerset | 35 | ESS | 7018 | 357018 |
| Sussex | 37 | ESS | 7019 | 377019 |
| Union | 39 | ESS | 7020 | 397020 |
| Warren | 41 | ESS | 7021 | 417021 |



New Jersey Credentialing Archive Instructions

Applicants who were digitally fingerprinted subsequent to February 21, 2003 and have had the state fingerprint image retained by the NJSP and category Education Keep (EDK) are eligible for the Archive Submission Process. This form must include the most recent **Process Control Number (PCN)** obtained from your previous MorphoTrust receipt or your Applicant Approval Employment History from the Criminal History Review Unit website. You will not be required to go to a site to be digitally fingerprinted.

Please [click here](#) or copy and paste the following web address into your browser to begin the archival process: <https://homeroom4.doe.state.nj.us/chr/>. Follow the below instructions exactly as written. **Any modifications you make may result in additional fees and/or additional time added to the hiring process.**

1. Select the second option: **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003).**

▶ **Archive Application Request (Applicants Previously Fingerprinted for the Department of Education and Approved Subsequent to February 2003)**

You must have been previously printed through the Department of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to be eligible for the Archive process. If you were fingerprinted as a College Student or as a Volunteer and paid a reduced fingerprinting fee, you are not eligible for the archive process.

2. Please enter your Social Security number to ascertain if you are eligible for the archival process. Click **Continue**.
3. Select the first option, **All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Children with Disabilities and Charter Schools.**

Please select an AA&C form:

You must have been previously printed through the Dept. of Education subsequent to February 21, 2003 and the state print image retained by the State Bureau of Identification to access the Archive process

- 1. All Job Positions, except School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities and Charter Schools**
- 2. All School Bus Drivers and Bus Aides, for Public Schools, Private Schools for Students with Disabilities, Charter Schools and Authorized School Bus Contractors**
- 3. All Job Positions, except School Bus Drivers and Bus Aides, for Non Public Schools**

- Next, you will be prompted to enter your personal information. When you reach the **Job Category** box (shown below), select ***Substitute Teacher or *Substitute Aide**.
- When you reach the **School Info** box, please leave all selections blank –except under **Contractor/Vendor** section. The first dropdown list is for you to select **County**, and the second dropdown list is for **you to select *ESS from the available Contractor/Vendor options**.

* Selecting a different option will incur additional fees for you.

* Please reference the chart on the next page for accurate and acceptable County and Contractor/Vendor information.

Applicant Information:

PCN*: (To look up your PCN number, please click [here](#))

Last Name*: ---Suffix--- First Name*: Middle Init.:

Social Security No. *: (Number only without "-")

Date of Birth*: ---month--- ---day--- ---year---

Sex*: ---- select ----

Race*: ---- select ----

Street Address*:

City*:

State*: ---select--- Zip*:

Job Category*:

New School Info. *:

Public School Selection

LEAVE BLANK

Other School Selection

LEAVE BLANK

Contractor/Vendor

----- Select County ----- *

ESS(7001) *

Contractor Codes

| County | County Code | ESS | Contractor Code | Contributor's Case Number |
|------------|-------------|-----|-----------------|---------------------------|
| Atlantic | 01 | ESS | 7005 | 017005 |
| Bergen | 03 | ESS | 7002 | 037002 |
| Burlington | 05 | ESS | 7006 | 057006 |
| Camden | 07 | ESS | 7001 | 077001 |
| Cape May | 09 | ESS | 7009 | 097009 |
| Cumberland | 11 | ESS | 7010 | 117010 |
| Essex | 13 | ESS | 7011 | 137011 |
| Gloucester | 15 | ESS | 7012 | 157012 |
| Hudson | 17 | ESS | 7008 | 177008 |
| Hunterdon | 19 | ESS | 7013 | 197013 |
| Mercer | 21 | ESS | 7014 | 217014 |
| Middlesex | 23 | ESS | 7007 | 237007 |
| Monmouth | 25 | ESS | 7015 | 257015 |
| Morris | 27 | ESS | 7016 | 277016 |
| Ocean | 29 | ESS | 7003 | 297003 |
| Passaic | 31 | ESS | 7017 | 037002 |
| Salem | 33 | ESS | 7004 | 337004 |
| Somerset | 35 | ESS | 7018 | 357018 |
| Sussex | 37 | ESS | 7019 | 377019 |
| Union | 39 | ESS | 7020 | 397020 |
| Warren | 41 | ESS | 7021 | 417021 |

6. 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**.
7. Submit your credit card payment. Total payment is \$27.50. 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 should print a copy of this receipt.
9. In about two weeks, you will be able to [click here](#) or copy and paste the following into your browser: <https://homeroom5.doe.state.nj.us/chrs18/?app-emp-history> to check the status of your criminal history letter and view/print your **Applicant Approval Employment History**.



Federal I-9, Section 1 Tips

You Must Provide the Following:

- Full legal name.
- Do not use nicknames. For example, if your full legal name is Thomas Smith but you use the nickname Tommy Smith, enter Thomas Smith not Tommy Smith.
- If you have two last names (family names), include both.
- If you have two first names (given names), include both.
- If you hyphenate your first or last names, include the hyphen (-) between the names.
- Include your **middle initial**, if applicable. If not, write N/A.
- Other names used, if applicable (e.g., maiden name). If not, write N/A.
- Current address, including street name and number (**P.O. Box is Not Acceptable**), city, state and ZIP code.
- Date of birth (MM/DD/YYYY).
- Check mark next to the appropriate box to indicate whether you are a U.S. citizen or national, lawful permanent resident of the United States, or an alien authorized to work in the United States.
- Alien Registration/USCIS or Form I-94 Admission number and the date employment authorization expires (if applicable).
- Signature and Date (MM/DD/YYYY).

Additionally, You May Provide Your:

- Social Security number for E-Verify
- E-mail Address
- Telephone Number

Important Reminders

- Any missing or wrong information will result in having to redo a new I-9 Form
- Make sure you did not sign or date the translator/preparer section
- Make sure you sign and date Section 1 in the proper spot
- Your name in Section 1 must match the name on the documents provided for Section 2
- Make sure your name is written the same way on all of your documents
- The information on the form must be clear and legible
- Highlighting marks, hole punches and staples must not interfere with an authorized official's ability to read the information on the form



W-4 Tips

ESS is not able to tell you how to complete your W-4. Please seek advice from your tax advisor, or by visiting the [IRS website](#).

You Have Two Choices for Your W-4

1. You can choose to **have taxes taken out**. The amount of taxes taken out is decided by the total number of allowances you claim on line five. By placing a “0” on line 5, you are indicating that you want the highest taxable amount taken out of your pay each pay period. If you wish to claim 1 for yourself instead, then less tax is taken out of your pay each pay period.
2. You can choose to have **no taxes taken out** of your tax and claim **Exempt**.