

MARGATE CITY SCHOOL DISTRICT

Thank you for your interest in becoming an Instructional Substitute in the Margate City School District. Listed are the only documents required to start this process. When you receive your Criminal Background Approval for Margate, call or email Teresa Osborne at 822-2080 ext. 366 or [tosborne@margateschools.org](mailto:tosborne@margateschools.org) to schedule an appointment.

\*Paperwork Attached

- Resume
  - Three (3) letters of reference
  - Employment Application (Instructional)
  - Criminal History Background Approval for Margate
  - Teaching Certificate or New Jersey Substitute Certificate
- If a substitute certificate is needed, the process can only be started after Board approval.

# Margate City Public School

## Employment Application (Instructional)

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

### Please Print

Single  Married  Widowed  Divorced  Separated

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Number \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Number \_\_\_\_\_

Emergency Contact/Relationship \_\_\_\_\_ Cell Number \_\_\_\_\_

Date Available to start: \_\_\_\_\_ Have you worked in this district previously? Yes  No

If yes, when? \_\_\_\_\_ What Position? \_\_\_\_\_ Full time  Part time

Have you ever been enrolled in a pension, what district? \_\_\_\_\_

Would you be transferring your pension from another school district, or retired? \_\_\_\_\_

If so which one? \_\_\_\_\_ How many years in the pension? \_\_\_\_\_

Do you or your spouse currently have State Health Benefits? Yes  No  District \_\_\_\_\_

List position for which you are applying: \_\_\_\_\_

If you are not employed, are you interested in being placed on our substitute list? Yes  No

Have you ever been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency other New Jersey Department of Children and Families? This is not required if the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantial. \_\_\_\_\_

Have you ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? \_\_\_\_\_

Have you ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct? \_\_\_\_\_

Are you eligible for employment with in the United States? Yes  No

*Proof of citizenship or immigration status will be required upon employment.*

Have you been professionally disciplined in any State? Yes  No

*Professionally disciplined means the annulment, revocation or suspension of your teaching certification or having received a letter of reprimand from an agency, board or commission of state government.*

**Education and Professional Training**

	School/University	Course	# of Years Completed	Diploma/Degree
High School				
Trade School				
Undergraduate College				
Graduate Study				
Other (specify)				

**Certificate and Licenses**

License or Certificate	Expiration Date	Endorsement	State

**Student Teaching/Internship**

School	City/State	Grade Level	Subject(s) Taught	Start/End Dates

**Teaching Experience for the past 20 years to current**

School	City/State	Grade Level	Subject (s) Taught	Start/End Dates

**Substitute/Non-Teaching Experience for the past 20 years to current that involved direct contact with children**

Employer	City/State	Position Held	Start/End Dates	Full/Part Time

### **Distinctions, Honors and Activities**

Please describe academic and civic accomplishments:

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### **Extracurricular Activities**

Please indicate areas of interest and expertise such as student government, sports, yearbook, honor society, clubs, etc.

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### **References**

1. \_\_\_\_\_ ( )  
Name Phone #

Address Association Years Known

2. \_\_\_\_\_ ( )  
Name Phone #

Address Association Years Known

3. \_\_\_\_\_ ( )  
Name Phone #

Address Association Years Known

How did you hear about our facility?

Advertisement: \_\_\_\_\_

Web Posting: \_\_\_\_\_

Friend/Relative: \_\_\_\_\_

Other: \_\_\_\_\_

I certify that answers given are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge, I understand, also, that I am required to abide by all rules and regulations of the employer:

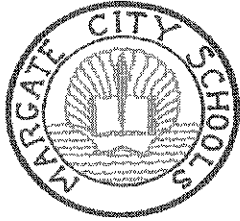
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Signature of Applicant

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Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



## Margate City Board of Education

8103 WINCHESTER AVENUE  
MARGATE CITY, NEW JERSEY 08402  
PHONE: (609) 822-1447  
FAX: (609) 822-3399

### Follow these instructions for your Criminal Background Check:

1. Go to this website: [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)
2. Choose File Authorization & make Electronic Payment for Criminal History Check
3. Choose New Administrator Fee Request
4. Follow direction on the screen
5. Enter the correct Job Category that your applying for
6. The County is Atlantic 01/3020 is Margate City District's code
7. The company is MorpoTrust (only company we accept)
8. Make the earliest possible appointment at the Linwood location
9. Approval generally takes 2 to 3 weeks from the date of fingerprinting
10. Go to this website: [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)
11. Choose Applicant Approval Employment History
12. Enter your SSN and Date of Birth and Submit
13. Before Board Approval, Substitute Applicants must print and bring to their interview
14. All other New Employees, Criminal Background is required after Board approval and will be printed by Human Resources

### Follow these instructions for the Archive Process:

1. Go to this website: [www.nj.gov/education/educators/crimhist/](http://www.nj.gov/education/educators/crimhist/)
2. Choose File Authorization & make Electronic Payment for Criminal History Check
3. Choose Archive or Transfer
4. Follow direction on the screen
5. Enter the correct Job Category that your applying for
6. The County is Atlantic 01/3020 is Margate City Districts' code
7. The company is MorpoTrust (only company we accept)
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