

Glassboro Public Schools

560 Joseph Bowe Boulevard
Glassboro, New Jersey 08028

www.glassboroschools.us

Phone: 856-652-2700
Fax: 856-881-0884

Danielle M. Sochor
Director of Curriculum and Personnel



Walter S. Pudelko III, CPA
Business Administrator

Mark J. Silverstein, MBA, Ed.D Superintendent of Schools

Applicant Name: _____ Date: _____

Substitute Certification Checklist

- ___ County Substitute Application Form - NJDE 1005-30
- ___ Oath of Allegiance with signature notarized
- ___ Official unopened transcripts containing a minimum of 60 semester hour credits completed in a regionally accredited college
- ___ Certified check or money order payable to "Commissioner of Education," in the amount of **\$125.00**
- ___ Criminal history qualification letter from the Department of Education
- ___ Glassboro Substitute Application Form
- ___ Affirmation of Continuous Employment
- ___ Mantoux Test Results
Date Tested: _____
- ___ I-9 Employment Eligibility Verification with two forms of ID or valid Passport:
ID # 1 _____ ID #2 _____
- ___ Federal W-4 Form
- ___ NJ State W-4 Form
- ___ Emergency Contact Form

EQUAL OPPORTUNITY EMPLOYER