



Middle Township Public Schools

Athletic Department

300 E. Atlantic Ave.

Cape May Court House, New Jersey 08210-2499

PHONE: (609)465-1852, Ext. 5521

VOLUNTEERING WITH THE MIDDLE TOWNSHIP PUBLIC SCHOOLS

SUBMIT YOUR APPLICATION: Complete the application on Applitrack. Go to www.middletpw.k12.nj.us and click on the Employment Tab, then click on the applitrack link at the bottom. On the left hand side of the screen click volunteer and then the red "Apply" button.

PROCESS YOUR BACKGROUND CHECK: Background Checks must be completed by the State of New Jersey Department of Education Criminal History Unit

Current employees do not need to obtain an additional background check

Go to <http://www.nj.gov/education/educators/crimhist/> to complete the authorization and certification form, pay the administration fee, and schedule an appointment for fingerprinting.

CODES NEEDED FOR PROCESSING BACKGROUND CHECK:

Cape May County Code: 09

Middle Township School District Code: 3130

Your application will not be presented for board approval until the State of NJ Criminal History Review Unit has completed your background check, and a copy of the approval letter is on file with the H.R. Dept. **It is your responsibility to return to the website, print and provide the approval notification to the H.R. Department.**

The cost of your background check is reimbursable upon completion of a reimbursement voucher and submittal of your original receipts to the Human Resources Department.

RECEIVE APPROVAL FROM THE MIDDLE TOWNSHIP BOARD OF EDUCATION: Upon board approval (**Not Before**) you may begin your volunteer service with Middle Township Public Schools.

**CONTACT THE ATHLETIC DEPARTMENT IF YOU HAVE
ANY QUESTIONS REGARDING VOLUNTEERING**