



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 Volunteers and then the red "Apply" button. Print out the application and sign it.

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. (Instructions are attached)

CODES NEEDED FOR PROCESSING BACKGROUND CHECK:

Cape May County Code: 09

Middle Township School District Code: 3130

It is your responsibility to return to the websites, print and provide the approval notification along with your signed application to the Athletic Department. 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.

The cost of your background check is reimbursable. Submit your original receipts to the Athletic 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**