

**Authorization for emergent hiring pending completion of
criminal history check**

School district/contractor:

Position title:

Candidate's name:

Candidate's social security number:

Date of birth:

1. Describe the vacant position that needs to be filled.

2. Describe why the need for the applicant's employment was unanticipated or the position could not be filled within sufficient time for the applicant to complete the record check process.

3. Attach a copy of the applicant's online certification stating that he/she has not been convicted of any disqualifying crimes pursuant to the provisions of N.J.S.A.18A:6-7.1 et seq., or N.J.S.A.18A:6-4.13 et seq. and N.J.S.A.18A:12-1 as applicable. No request for emergent hiring will be considered without this certification. **Emergent hiring cannot be utilized for School Bus Driver positions based upon the requirement to obtain an approval for employment prior to obtaining the School Bus Driver endorsement.**

Date

Signature of District Superintendent or Contractor

Agree_____ Disagree_____

Signature of Executive County Superintendent

Date

Following executive county superintendent approval, this form and the required attachments should be transmitted by the district superintendent or contractor to:

**Office of Student Protection
New Jersey State Department of Education
P.O. Box 500**

REVISED 01/29/2020

Trenton, New Jersey 08625-0500