FREEHOLD REGIONAL HIGH SCHOOL DISTRICT

SUBSTITUTE APPLICATION PROCESS

Submit your online application on the FRHSD web site as a substitute.

Applications will be reviewed by the Assistant Superintendet for Human Resources.

Once your application is approved you will receive an email with the required paperwork.

Attend the Mandatory Substitute Orientation Meeting. Review Substitute Teacher Support Hub site. Take daily Substitue Orientation Quiz.

When you attend our Orientation meeting bring in completed paperwork. If applicable, apply and schedule a fingerprint appointment and apply to the DOE for your substitute certificate. Follow instructions sent via email from HR.

Notify Human Resources you submitted your applications for fingerprints & DOE substitute certificate. Submit college Transcripts, Mantoux Test to HR.

Complete required NJ Sexual Misconduct and Abuse Disclosure Release forms sent you to via email from Frontline Mailbot for all former employers in the past 20 years. Complete pages 1 & 2 and submit..

Your application will be Board approved on the next scheduled Board Meeting.

Upon Board Approval, provided all your paperwork has cleared (Mantoux, Transcripts, Misconduct forms, and Substitute Certificate issued by the DOE).....

Your file will be activated and you will receive information via email to set up your Frontline account to accept and cover open assignments

WELCOME TO FRHSD