

CHECKLIST OF ITEMS NEEDED FOR EMPLOYMENT CONSIDERATION

- Application for Employment
- Original Transcript (if applicable)
- Pennsylvania Certification (for teachers only)
- Emergency Certification (for teachers only)
- Act 151 Childline-Child Abuse Clearance
- Act 168 Sexual Misconduct/Abuse Disclosure
- Act 126 3-Hour Online Child Abuse Training Course
- Act 114 Federal Background Fingerprint Check
- Act 34 Pennsylvania State Police
- Act 24 Arrest/Conviction Report and Certification
- Clearance Affidavit
- TB test results (must be within one year of employment)
- Copy of your Driver's License
- Copy of your Social Security Card
- Completed I9 Form
- W-4
- Local Earned Income Tax
- Direct Deposit Agreement