

COACHES PRE-EMPLOYMENT CHECKLIST

The following documents are to be provided prior to reporting to your assigned building for work there are no exceptions:

1. Application for Employment
2. Act 151 Childline-Child Abuse Clearance
<https://www.compass.state.pa.us/cwis/public/home>
3. Act 168 Sexual Misconduct/Abuse Disclosure
<https://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circulars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>
4. Act 126 3-Hour Online Child Abuse Training Course
<http://www.reportabusepa.pitt.edu/>
5. Act 114 Federal Background Fingerprint Check
<https://uenroll.identogo.com>
Fingerprint Locations: <https://www.identogo.com/locations/pennsylvania>
Enter Service Code: 1KG6XN for School District
6. Act 34 Pennsylvania State Police
<https://epatch.pa.gov/>
7. Act 24 Arrest/Conviction Report and Certification
<https://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/Arrest%20or%20Conviction%20form.pdf>
8. Clearance Affidavit-found under the employment section of our website.
9. TB test results (must be within 3 months of employment)
10. Copy of your Driver's License
11. Copy of your Social Security Card
12. Completed I9 Form
<https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>

ADDITIONAL FORMS NEEDED AFTER CONFIRMATION OF EMPLOYMENT

Part-Time Employees (Coaches)

1. W-4
2. Local Earned Income Tax
3. New Hire Reporting Form
4. Direct Deposit Agreement
5. Worker's Compensation Panel