

APPLICATION FOR PROFESSIONAL EMPLOYMENT

NAME _____

Date of Application _____

CERTIFICATION _____

Date of Interview _____

CONTACT # _____

Hired as Substitute on _____

Hired as Full-time Teacher at the Board Meeting on _____ at Step _____ Salary \$ _____

REQUIRED EMPLOYMENT FORMS

ALL FORMS MUST BE CURRENT – WITHIN ONE YEAR OF EMPLOYMENT

- STANDARD PA TEACHER APPLICATION FORM
- REGISTERED ON PA EDUCATOR
- FULL-TIME ONLY SUBSTITUTE
- RESUME
- TEACHING CERTIFICATE
- ACT 24 - ARREST/CONVICTION REPORT AND CERTIFICATION FORM
- ACT 32 - LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM
- ACT 34 - CRIMINAL RECORD CLEARANCE
- ACT 114 - FBI FEDERAL CRIMINAL HISTORY RECORD www.pa.cogentid.com
- ACT 151 - CHILD ABUSE CLEARANCE
- ACT 168 – SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE
- NEW EMPLOYEE WAIVER *(required only if Criminal, FBI or Child Abuse Clearances are not available)*
(A COPY OF THE APPLICATIONS AND MONEY ORDERS MUST ACCOMPANY THIS WAIVER.)
- I-9 EMPLOYMENT ELIGIBILITY VERIFICATION – USCIS FORM I-9 *(with two forms of ID)*
- THREE LETTERS OF RECOMMENDATION
- TRANSCRIPTS
- PRAXIS ASSESSMENT
- SCHOOL PERSONNEL HEALTH RECORD *(Completed by your physician or by Occupational Medicine)*
- TUBERCULIN TEST *(can be administered by your family physician or the School Nurse)*
- W-4 WITHHOLDING FORM
- REFERENCES
- EMPLOYEE AGREEMENT *(Permanent employees only)*
- EMPLOYEE DRUG SCREENING *(Permanent employees only)*