



PARKLAND SCHOOL DISTRICT

TRANSPORTATION APPLICATION PROCESS

The following documents must be completed:

- ___ 1. **TRANSPORTATION APPLICATION** - An application must be on file in the Transportation Office.
- ___ 2. FORM DL-503 **REQUEST FOR DRIVER INFORMATION** (YOU ARE NOT REQUIRED TO SUBMIT ANY FEES WITH THIS FORM)
- ___ 3. Complete Act 168: **SEXUAL MISCONDUCT/ABUSE DISCLOSURE FORM**
APPLICANT MUST COMPLETE THIS FORM FOR THEIR CURRENT EMPLOYER AS WELL AS ONE FOR EACH FORMER EMPLOYER WHERE THE APPLICANT WAS EMPLOYED IN A POSITION HAVING DIRECT CONTACT WITH CHILDREN. Applicant is to complete page one and sign the top of page 2 and include with application. It is NOT to be sent to your former employer by you, the applicant.

PLEASE NOTE: THERE ARE THREE (3) BACKGROUND CLEARANCES THAT MUST BE SUBMITTED WITH YOUR APPLICATION AND THEY MUST BE CURRENT (WITHIN ONE YEAR OF APPLICATION DATE)

1. **CRIMINAL HISTORY RECORD** - All applicants must provide a print out of your Criminal History Record Clearance, which must be current within one year of submission date. Apply online via the "epatch" system at <https://epatch.state.pa.us/Home.jsp>.
2. **PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE** - All applicants must provide school officials with a print out of your Child Abuse History Clearance, which must be current within one year of submission date. Apply online at <https://www.compass.state.pa.us/CWIS>.
3. **FBI BACKGROUND CHECK (Fingerprinting Results)** - All applicants must provide school officials with the Registration ID number in order to verify fingerprinting results, which must be current within one year of submission date. Register online at <https://uenroll.identogo.com> – our school service code is **1KG6XN**. (For more detailed information, visit [PDE - Federal Criminal History Background Check](#))

All application materials should be sent to **Parkland School District, Transportation Office, 2219 N. Cedar Crest Blvd., Allentown, PA 18104**, or sent via email (PDF format only) to Mr. Val Strock, Asst. Director for Transportation at strockv@parklandsd.org.

Once all of the above have been submitted, your application will be reviewed. **PLEASE BE AWARE THAT OUR SCREENING/HIRING PROCESS MAY TAKE SEVERAL WEEKS. IF YOU WILL BE ADVANCING IN THE HIRING PROCESS, YOU WILL BE CONTACTED VIA TELEPHONE TO SCHEDULE AN INTERVIEW.** Any questions regarding the above process should be directed to Mr. Val Strock, Asst. Director of School Services for Transportation at 610-351-5690 or via email to strockv@parklandsd.org