CATASAUQUA AREA SCHOOL DISTRICT – www.cattysd.org
Employment Forms Checklist

NAME_____   Phone#_____

POSITION APPLYING FOR_____

INSTRUCTIONS
It is mandatory, by law, that all applicants of the Catasauqua Area School District complete the following forms **prior** to your being recommended to the Board of Education for employment. Please present this list, along with completed forms to the Administration Office for confirmation. No applicants will be considered for employment unless **all** forms are complete.

Please be sure to retain clearance copies for your records.

CHECKLIST

1. _____ **Completed application**

2. _____ **ACT 34 clearance by PA State Police (www.epatch.state.pa.us)**

3. _____ **PA Child Abuse History Clearance (www.compass.state.pa.us/cwis)**

4. _____ **FBI Federal Criminal History (https://uenroll.identogo.com to apply Service Code 1KG6XN)**

5. _____ **ACT 168 PA Sexual Misconduct/Abuse Disclosure (1 for each qualifying employer AND current employer)**

6. _____ **ACT 126 Child Abuse Training Requirement (https://www.reportabusepa.pitt.edu)**

7. _____ **Federal Ethnicity and Race Form**

8. _____ **Disclosure Statement**

9. _____ **Act 24 Arrest/Conviction Report and certification form**

10. _____ **Completed physical exam / TB Test** (Physical must be less than 1 year old. TB test must be less than 3 months old)

     Not for Custodians – separate physical form needed for all custodial candidates

11. _____ **Form I-9 – Citizenship (NEED COPY OF DRIVER'S LICENSE & SS CARD)**

12. _____ **Professional Certificate (teachers only) PPID # _____**

13. _____ **Copy of transcripts (teachers only)**

14. _____ **W-4 tax form**

15. _____ **Direct Deposit Form – required for all employees**

16. _____ **Market Place Notification**

17. _____ **Local Services Tax – CASD Exemption Certificate** If income is under $12,000 must go to municipality working in (see www.newpa.com)

18. _____ **Local Earned Income Tax Residency Certification Form (fill in top and bottom sections)**

19. _____ **Worker's Compensation Insurance Form**

20. _____ **Nepotism Policy**

21. _____ **Copy of Social Security Card if not provided for I9 identification**

22. _____ **Release of driver's record (Form AA-502A) (bus/van drivers Custodian/Maintenance only)**

23. _____ **Transportation Standards/Procedures/Guidelines (Signed) (bus/van drivers only)**

24. _____ **New Employee Email Accounts (all paid applicants) Visit www.cattysd.org- Departments-Human Resources-Computer/Internet Form Network & Email Use**

25. _____ **Computer/Internet Acceptable Use Form (all paid applicants) http://www2.cattysd.org/distpolicies/223.pdf**

****DISTRICT USE ONLY****

INTERVIEWED – IF APPLICABLE (SIGN & DATE BY PRINCIPAL)_____
I hereby confirm that the above named applicant has completed all required employment forms as listed. The forms are enclosed herewith.
Date of Hire_____   Signature_____

First Day of Work_____   Date Signed_____
NOTE: Must request retirement/sick days from former district, if employee is transferring to CASD.