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 printout 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 printout 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, Attn: Mr. Andrew Hargrove, Assistant Director of Facilities & Operations for Transportation, 2657 Stadium Drive, Orefield, PA 18069,** or sent via email (PDF format only) at **hargrovea@parklandsd.net.**

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. Andrew Hargrove, Asst. Director of Facilities & Operations for Transportation at 610-351-5690 or via email to **hargrovea@parklandsd.net.**