

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

NAME _____ Phone# _____

POSITION APPLYING FOR Volunteer Coach

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 Principal 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 Clearance or Affirmation of 10 year residents of PA (<https://uenroll.identogo.com> to apply Service Code 1KG6XN)

- _____ 5. ACT 126 Child Abuse Training Requirement (<https://www.reportabusepa.pitt.edu>)
- _____ 6. Disclosure Statement
- _____ 7. Act 24 Arrest/Conviction report and certification form
- _____ 8. Form I-9 – Citizenship (NEED COPY OF DRIVER’S LICENSE & SS CARD)
- _____ 9. Worker’s Compensation Insurance Form
- _____ 10. Nepotism Policy
- _____ 11. Copy of Social Security Card if not provided for I9 identification

****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.

File: Personnel (revised 09/11/09)