

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 (<https://epatch.pa.gov/home>) Clearance must be less than 1 year old
- _____ 3. PA Child Abuse History Clearance (www.compass.state.pa.us/cwis) Clearance must be less than 1 year old
- _____ 4. FBI Clearance or Affirmation of 10 year residents of PA (<https://uenroll.identogo.com> to apply Service Code 1KG6XN)
Clearance must be less than 1 year old
- _____ 5. ACT 126 Child Abuse Training Requirement (<https://www.reportabusepa.pitt.edu>) Training must be less than 1 year old
- _____ 6. Disclosure Statement
- _____ 7. Act 24 Arrest/Conviction report and certification form
- _____ 8. Worker's Compensation Insurance Form
- _____ 9. Nepotism Policy

******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)