

Mountain View School District Personnel File Checklist **Substitute Support Staff/Supplemental Salary Employee**

Name of Employee _____

Address _____

Social Security Number _____

Date of Birth _____

Telephone _____

Township _____

Position _____

Required for Employment

1. Application returned and signed _____
2. Resume _____
3. Recommendations for Employment _____
4. Interview Records/Data _____
5. Pennsylvania State Request for Criminal Record Check
<https://epatch.state.pa.us> *(must be original to be copied) (Act 34) _____
6. PA Child Abuse History Clearance *(must be original to be copied) (Act 151)
<https://www.compass.state.pa.us/cwis/public/home> _____
7. FBI Federal Criminal History Record -- <https://uenroll.idenlogo.com>; code 1KG6XN
*(must be original to be copied) (Act 114) _____
8. Arrest/Conviction Report (Act 24) _____
9. Employment Eligibility Verification (Form I-9) _____
10. W-4 Form _____
11. Letter of Appointment by Board of Education _____
12. Proof of Tuberculosis Tine Test within the last 3 months _____
13. Local Earned Income Tax (Act 32) _____
14. Acceptable Use for Computer and Internet Access _____
15. Act 126 Certificate
<http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training> _____
16. 403 Universal Availability Document _____
17. Act 168 _____
18. Act 29 PSER'S Form _____

MOUNTAIN VIEW SCHOOL DISTRICT
11748 STATE ROUTE 106, KINGSLEY, PA
18826-9778 (570) 434-2180

APPLICATION FOR EMPLOYMENT

Date: _____ / _____ 20 _____

Name: _____
Last First Middle

Address: _____
Number Street

City State Zip

Telephone: (_____) _____
Area Code

Social Security #: _____ / _____ / _____

Availability (date): _____ / _____ / _____

Minimum Salary: \$ _____ to \$ _____

Conviction: Have you been convicted of a felony within the last seven years? ___ No ___ Yes (Conviction will not necessarily disqualify applicant from employment). If yes, please explain _____

Immigration Status: Are you prevented from lawfully becoming employed in this country because of visa or immigration status? ___ No ___ Yes (Proof of citizenship or immigration status will be required upon employment via I-9 form)

Health: When did you have your last complete physical examination? _____

NOTE: A pre-employment physical is required for all full-time or regularly scheduled part-time employees. All substitute, part-time, and full-time applicants are required to take the TB-Tine Test or have a record of a recent negative test.

How long have you lived in the state of Pennsylvania? _____

Position for which you are applying	
_____	Custodian/Maintenance
_____	Clerical
_____	Paraprofessional
_____	Mountain View Police
_____	Supplemental Salary
_____	Other
Applying for:	
_____	Full-time
_____	Part-time
_____	Substitute

The Mountain View School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, age, creed, religion, gender, sexual orientation, ancestry, national origin or handicap/disability in its activities, programs or employment practices as required by Title VI, Title IX, Section 504, and Age Discrimination Act. Director of Special Services oversees this regulation and can be reached at (570) 434-2181 Ext. 437."

Maintenance/Custodial applicants complete this section: Indicate below specific training or skills that will relate to the position you are applying.

<i>Training/Skill</i>	<i>Years</i>	<i>Months</i>	<i>Training/Skill</i>	<i>Years</i>	<i>Months</i>
Floor Maintenance	_____	_____	Carpentry	_____	_____
Window Washing	_____	_____	Plumbing	_____	_____
Wall Washing	_____	_____	Steam Fitting	_____	_____
Carpet Maintenance	_____	_____	Welding	_____	_____
Automatic Scrubber	_____	_____	Electrical	_____	_____
Painting	_____	_____	Heating	_____	_____
Lawn Maintenance	_____	_____	Pumps	_____	_____
Brick/Block Laying	_____	_____	Compressors	_____	_____
Cement Finishing	_____	_____			

Are you able to lift 50 pound items as part of your job? _____
 Have you had problems with your back in the past? _____ Yes _____ No If yes, please explain

Secretarial applicants complete this section: Indicate below specific experiences you have had.

<i>Training/Skill</i>	<i>Years</i>	<i>Months</i>	<i>Training/Skill</i>	<i>Years</i>	<i>Months</i>
Clerical Supervisor	_____	_____	Telephone Operator	_____	_____
Office Supervisor	_____	_____	Accounts Payable	_____	_____
Confidential Secy.	_____	_____	Payroll	_____	_____
Secretary	_____	_____	Mail Clerk	_____	_____
Clerk	_____	_____	Data Entry	_____	_____
Receptionist	_____	_____	Word Processor	_____	_____
Accounts Receivable	_____	_____	Typist	_____	_____

Please list below computer skills:

EDUCATION

	<i>Elementary</i>	<i>High</i>	<i>Business/Trade School</i>	<i>College/University</i>
School Name: _____				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4

Diploma/Degree: _____

Describe Course of Study: _____

Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities: _____

Honors Received: _____

Special Skills and Qualifications: Indicate below any specialized skills and/or qualifications you may possess that would pertain to the position being considered:

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011 and Act 82 of 2012)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Other names by which you have been identified: _____

Section 2. Arrest or Conviction

By checking this box, I state that I have NOT been arrested for or convicted of any Reportable Offense.

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §§1-111(e) or (f.1) ("Reportable Offense(s)"). See Page 3 of this Form for a list of Reportable Offenses.

Details of Arrests or Convictions

For each arrest for or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the offense for which you have been arrested or convicted, the date and location of arrest and/or conviction, docket number, and the applicable court.

Section 3. Child Abuse

By checking this box, I state that I have NOT been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

By checking this box, I report that I have been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature

Date

LIST OF REPORTABLE OFFENSES

- A reportable offense enumerated under 24 P.S. §1-111(e) consists of any of the following:

- (1) An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Chapter 25 (relating to criminal homicide) • Section 2702 (relating to aggravated assault) • Section 2709.1 (relating to stalking) • Section 2901 (relating to kidnapping) • Section 2902 (relating to unlawful restraint) • Section 2910 (relating to luring a child into a motor vehicle or structure) • Section 3121 (relating to rape) • Section 3122.1 (relating to statutory sexual assault) • Section 3123 (relating to involuntary deviate sexual intercourse) • Section 3124.1 (relating to sexual assault) • Section 3124.2 (relating to institutional sexual assault) • Section 3125 (relating to aggravated indecent assault) • Section 3126 (relating to indecent assault) • Section 3127 (relating to indecent exposure) • Section 3129 (relating to sexual intercourse with animal) • Section 4302 (relating to incest) • Section 4303 (relating to concealing death of child) | <ul style="list-style-type: none"> • Section 4304 (relating to endangering welfare of children) • Section 4305 (relating to dealing in infant children) • A felony offense under section 5902(b) (relating to prostitution and related offenses) • Section 5903(c) or (d) (relating to obscene and other sexual materials and performances) • Section 6301(a)(1) (relating to corruption of minors) • Section 6312 (relating to sexual abuse of children) • Section 6318 (relating to unlawful contact with minor) • Section 6319 (relating to solicitation of minors to traffic drugs) • Section 6320 (relating to sexual exploitation of children) |
|---|---|

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."

- (3) An offense SIMILAR IN NATURE to those crimes listed above in clauses (1) and (2) under the laws or former laws of:

- the United States; or
- one of its territories or possessions; or
- another state; or
- the District of Columbia; or
- the Commonwealth of Puerto Rico; or
- a foreign nation; or
- under a former law of this Commonwealth.

- A reportable offense enumerated under 24 P.S. §1-111(f.1) consists of any of the following:

- (1) An offense graded as a felony offense of the first, second or third degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (10) ten years has elapsed from the date of expiration of the sentence for the offense.
- (2) An offense graded as a misdemeanor of the first degree, other than one of the offenses enumerated under 24 P.S. §1-111(e), if less than (5) five years has elapsed from the date of expiration of the sentence for the offense.
- (3) An offense under 75 Pa.C.S. § 3802(a), (b), (c) or (d) (relating to driving under influence of alcohol or controlled substance) graded as a misdemeanor of the first degree under 75 Pa.C.S. § 3803 (relating to grading), if the person has been previously convicted of such an offense and less than (3) three years has elapsed from the date of expiration of the sentence for the most recent offense.