# EAST ALLEGHENY SCHOOL DISTRICT
## REQUIRED DOCUMENTATION FOR HIRE

*Application packets should be submitted \*in full\* to Jamie Morgan at* jmorgan@eawildcats.net

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### Applicant Document checklist

**Applicant Name_____**

- ☐ **Application for employment–** *(complete the application specific to the position you are applying for)* **Job Postings and applications**
- ☐ **Resume**

==**ALL STAFF: Professional/Support/Coach**==
**Clearances/related requirements:**
\*Note– all clearances/onboarding documents are only valid if completed within the past 12 months

- ☐ **Act 114 Clearance   FBI Fingerprinting  Service Code: 1KG6XN**
- ☐ **Act 34 Pa State background check**
- ☐ **Act 151- PA Child Abuse Clearance**
- ☐ **Act 126- Mandated Reporter Training**
- ☐ **Act 24- PDE 6004- Arrest or Conviction Form**
- ☐ **Act 168- Act 168 form**(1 must be completed by every previous employer in which applicant worked with children)
- ☐ **I-9 Form, Eligibility for Employment** (must provide copies of self-selected documents according to lists on page 5 for verification)
- ☐ **Health and Physical Exam form, including 1-step TB test**
- ☐ CPR/First Aid (paraprofessionals only)
- ☐ Paraprofessional education (High School Diploma AND college transcripts OR proof of paraprofessional training)
- ☐ **Urine Drug screening** Contact J. Morgan jmorgan@eawildcats.net to set up appointment

==**ADDITIONAL REQUIREMENTS: PROFESSIONAL STAFF ONLY:**==
- ☐ **PA Standard Application**
- ☐ **Teaching Certificate**
- ☐ **Licensure (if applicable)**
- ☐ **Transcripts**
- ☐ **Proof of Induction (if applicable)**

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