



EAST ALLEGHENY SCHOOL DISTRICT
REQUIRED DOCUMENTATION FOR HIRE

Application packets should be submitted to Jamie Morgan at jmorgan@eawildcats.net
*Please collect ALL documents as possible prior to submitting your application packet

ATHLETICS Applicant Document checklist

Applicant Name _____

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

ALL COACHES

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 Criminal History 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**
- ☐ **Urine Drug screening** Contact J. Morgan jmorgan@eawildcats.net to set up appointment

For office use only:

Hired for Position: _____

Professional Staff: Step ____ Salary _____

TIMS verification _____

Board Approval Date: _____

ProSoft _____

Parentlink _____