



## EAST ALLEGHENY SCHOOL DISTRICT REQUIRED DOCUMENTATION FOR HIRE

Application packets should be submitted to Jamie Morgan at [jmorgan@eawildcats.net](mailto:jmorgan@eawildcats.net)

\*Please collect all documents listed prior to submitting your application packet

---

### 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 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)

#### Other required items: (to be completed post-hire)

- ☐ [Health and Physical Exam form, including 1-step TB test](#)
- ☐ Urine Drug screening (Form can be obtained at the District Office)

#### PROFESSIONAL STAFF ONLY:

- ☐ PA Standard Application
- ☐ Teaching Certificate
- ☐ Licensure (if applicable)
- ☐ Transcripts
- ☐ Proof of Induction (if applicable)

---

For office use only:

Hired for Position: \_\_\_\_\_

Professional Staff: Step \_\_\_\_ Salary \_\_\_\_\_1

TIMS verification \_\_\_\_\_

Board Approval Date: \_\_\_\_\_

ProSoft \_\_\_\_\_

Parentlink \_\_\_\_\_