

Mountain View School District Personnel File Checklist

Full-time Support Staff 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.identogo.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. Health Record with Proof of Tuberculosis Tine Test
within the last 3 months _____
13. Health Insurance Application _____
14. Group Life Insurance Enrollment Application _____
15. Direct Deposit Authorization Information _____
16. Payroll Deduction Authorization Information _____
17. Notice of Election for Annualized Salary _____
18. Local Earned Income Tax (Act 32) _____
19. Acceptable Use for Computer and Internet Access _____
20. MVR Form _____
21. Act 126 Certificate
<http://www.socialwork.pitt.edu/researchtraining/child-welfare-education-research-programs/act-31-line-training> _____
22. 403 Universal Availability Document _____
23. Act 168 _____
24. Act 29 PSER'S Form _____
25. Aflac _____
26. Eye 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

Elementary *High* *Business/Trade School* *College/University*

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:

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1. Employer	<u>Dates</u>	<u>Empolyed</u>	<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Job Title</u>	<u>Hourly Rate/Salary</u>		<u>Telephone</u>
	Starting	Final	
<u>Supervisor</u>			
<u>Reason for Leaving</u>			

2. Employer	<u>Dates</u>	<u>Empolyed</u>	<u>Work Performed</u>
	From	To	
<u>Address</u>			
<u>Job Title</u>	<u>Hourly Rate/Salary</u>		<u>Telephone</u>
	Starting	Final	
<u>Supervisor</u>			
<u>Reason for Leaving</u>			

If you need additional space, please continue on a separate sheet of paper. May we contact your present employer?
 Yes No

Additional Information: Is there any additional information you feel you would like to add in regard to this application?

Referen

ces: These should be people able to answer questions concerning your experience and your abilities to do this job. Please be aware that the Mountain View School District will be contacting your references for information concerning your job performance.

Name	Official Position	Address	Telephone Number
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Mountain View School District.

Signature of Applicant

Date

Mail your application to the Office of the Superintendent, Mountain View School District, 11748 State Route 106, Kingsley, PA 18826-9778. Notify the Office of the Superintendent immediately upon acceptance of a position elsewhere or any change concerning information supplied in the application.

MOUNTAIN VIEW SCHOOL DISTRICT
11748 State Route 106
KINGSLEY, PA 18826-9778

I, _____ do hereby authorize the Mountain View School District, its Superintendent, or his designee to contact my former employers:

<u>Employer & Dates</u>	<u>Supervisor</u>	<u>Phone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

The purpose of this release is to permit the Mountain View School District to obtain information on my work history, work record, as well as information about the performance of duty while at those employers referenced above.

I also authorize the Mountain View School District to utilize the information obtained as a part of my application for employment.

Date

Signature

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

INSTRUCTIONS

Pursuant to 24 P.S. §1-111(c.4) and (j), the Pennsylvania Department of Education developed this standardized form (PDE-6004) to be used by current and prospective employees of public and private schools, intermediate units, and area vocational-technical schools.

As required by subsection (c.4) and (j)(2) of 24 P.S. §1-111, this form shall be completed and submitted by all current and prospective employees of said institutions to provide written reporting of any arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) and (f.1) and to provide notification of having 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.

As required by subsection (j)(4) of 24 P.S. §1-111, this form also shall be utilized by current and prospective employees to provide written notice within seventy-two (72) hours after a subsequent arrest or conviction for an offense enumerated under 24 P.S. §§1-111(e) or (f.1).

In accordance with 24 P.S. §1-111, employees completing this form are required to submit the form to the administrator or other person responsible for employment decisions in a school entity. Please contact a supervisor or the school entity administration office with any questions regarding the PDE 6004, including to whom the form should be sent.

PROVIDE ALL INFORMATION REQUIRED BY THIS FORM LEGIBLY IN INK.

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)
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- (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.