

HOW TO BECOME A PROFESSIONAL EMPLOYEE OF THE PUNXSUTAWNEY AREA SCHOOL DISTRICT

Thank you for your interest in becoming an employee of the Punxsutawney Area School District!
In order to be considered for employment, you must complete the items on this checklist and submit them to
the PASD Administration Offices, 300 Center Street, Punxsutawney, PA 15767

- _____ Letter of interest
- _____ Resume
- _____ Punxsutawney Area School District Standard Teaching Application. The Standard Teaching Application is available at: <https://4.files.edl.io/b862/07/17/18/172953-029c230e-da8c-4d1a-84c1-89a0c922acd0.pdf>
- _____ Three signed letters of recommendation, less than one year old
- _____ Copies of Teaching Certifications
- _____ Undergraduate Transcripts
- _____ Act 151 –Pennsylvania Child Abuse History Clearance - \$13 fee (required every 5 years)
This clearance may be obtained online at: <https://www.compass.state.pa.us/cwis/public/home>
- _____ Act 34 –Pennsylvania State Police Request for Criminal Record Check - \$22 fee (required every 5 years)
This clearance may be obtained online at: <https://epatch.state.pa.us/Home.jsp>
Please be sure you click on “certification form” to print the actual certificate
- _____ Act 114 –FBI Federal Criminal History Record - \$22.60 fee (required every 5 years)
This clearance is obtained by first registering at: <https://www.identogo.com/services/live-scan-fingerprinting>
To receive the correct clearance, you must enter the code **1KG6XN**. Once you register, you will need to travel to a location on the website and have your fingerprints taken. After your fingerprints have been taken, you will receive a confirmation receipt that you must submit to the District. The District will then use this number to obtain your actual clearance.
- _____ Act 24-PDE Form 6004 Arrest/Conviction Report and Certification Form
This form may be obtained online at:
<http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
Click on the Arrest or Conviction Report link in the middle of the page
- _____ Act 126- Child Abuse Mandated Reporter Training (required every 5 years)
You must complete a course in reporting child abuse and print the certificate of completion. This course is available free on-line at: www.reportabusepa.pitt.edu
- _____ Act 168- Sexual Misconduct/Abuse Release Form. If you have worked with children at any previous place of employment, you must complete one of these forms for each employer. If you have not worked with children in the past, you must complete the top section and mark “no applicable employment” This form is available at: <https://4.files.edl.io/fee/05/24/18/163825-128987db-0262-4eb1-9851-3f51ef8a7512.pdf>
- _____ Physical and TB test. The District will pay for your physical and TB test if you go through the School’s physician. Appointments may be made by calling Dr. Simpson’s office at 814-938-1818. Be sure to tell them it is for employment with the Punxsutawney Area School District. The physical form is available at: <https://4.files.edl.io/22c0/05/24/18/163923-83ab0ce5-468c-40a1-a740-61772b150c04.pdf>
- _____ Pre-employment drug screening. When you get your physical, you will need to obtain a prescription from the doctor for a TEDS panel urine screening. The District will pay for this drug screening if it is completed at the Punxsutawney Area Hospital. Be sure to inform them that the testing is being completed for employment with the Punxsutawney Area School District