



NAZARETH AREA SCHOOL DISTRICT – Documentation Required for Employment

CERTIFIED POSITIONS

*(Including Teacher, Guidance Counselor, Library/Media Specialist, School Nurse, School Psychologist)
{Members of NAEU Bargaining Association}*

The Nazareth Area School District must have the following documents on file for all candidates in this classification. When all the items listed below are completed, please contact the Human Resources Office to schedule an appointment. This information must be in your file before you begin employment with the Nazareth Area School District.

- ☐ **COVER LETTER.** Please include a cover letter outlining the position for which you would like to be considered.
- ☐ **PA STATE STANDARD APPLICATION.** All candidates must have an application on file. It may be completed online at <https://www.applitrack.com/Nazarethasd/onlineapp/>. State standard application available for completion/printing - <http://www.education.pa.gov/Documents/Teachers-Administrators/Teacher%20Application.pdf>
- ☐ **RESUME.** An updated resume should be attached to the online application or included with submitted paperwork.
- ☐ **PA TEACHER OR PROFESSIONAL CERTIFICATE.** All applicants must provide a valid copy of their certification. School Nurses must provide a copy of current license as well.
- ☐ **TRANSCRIPTS.** Applicants must provide copies of transcripts from all colleges/universities attended (does not need to be official).
- ☐ **(3) THREE LETTERS OF REFERENCE.** Three letters of recommendation/reference are required from previous employers, principals, or professors/advisors. Letters must be dated/written within the last year.
- ☐ **PA CRIMINAL HISTORY RECORD/ACT 34.** A print out of the Criminal History Record Clearance, which must be **current within one year** of submission date, must be provided. To obtain - apply online at <https://epatch.state.pa.us/Home.jsp>
- ☐ **PA CHILD ABUSE HISTORY CLEARANCE/ACT 151.** A print out of their Criminal History Record Clearance, which must be **current within one year** of submission date, must be provided. To obtain - apply online at <https://www.compass.state.pa.us/cwis/public/home>
- ☐ **FBI BACKGROUND CHECK/ACT 114.** A print out of the FBI Background check, which must be **current within one year** of submission date, must be provided. To obtain - apply online at: <https://www.identogo.com/locations/pennsylvania>. Enter **1KG6XN** as the service code. Click on Schedule/Manage Employment. Go through the screens and enter information as required.
- ☐ **SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE/ACT 168.** This form must be completed and provided for the **Current Employer** as well as one for **Each Former Employer** where employment was in a position having direct contact with children under age 18 **FORM ENCLOSED**
- ☐ **ARREST/CONVICTION REPORT AND CERTIFICATION REPORT/ACT 82.** A completed and signed copy of this form must be provided **FORM ENCLOSED**
- ☐ **AUP POLICY FORM.** A completed and signed copy of this form must be provided. **FORM ENCLOSED**
- ☐ **PUBLICATION AGREEMENT.** A completed and signed copy of this form must be provided. **FORM ENCLOSED**
- ☐ **SCHOOL MESSENGER FORM.** **FORM ENCLOSED**
- ☐ **PA SCHOOL HEALTH RECORD.** State law requires evidence of a medical examination and a current tuberculosis status report. Results must be **current within one year** and signed and dated by both physician and applicant. **FORM ENCLOSED**
- ☐ **EMPLOYMENT ELIGIBILITY VERIFICATION (I-9).** Complete Section 1 and bring original (unexpired) original identification as listed on the Acceptable Documents page. **FORM ENCLOSED**

UPON BOARD HIRE:

- ☐ **PRE-EMPLOYMENT DRUG TESTING.** The required paperwork will be provided by the Human Resources Office. Testing must be done within specific timelines listed on the paperwork. There is no cost to the employee. **WILL PROVIDE VOUCHER**
- ☐ **PAYROLL & BENEFITS FORMS.** Information will be sent to you including payroll forms to be completed. **PACKET ENCLOSED**

To schedule an appointment contact:

alangen@nazarethasd.org

(610) 759-1170, extension 1124