

## ✓ Required Documents for All Employees

1. **Copy of Resume**
2. **Original, Signed Offer/Employment Agreement**
3. **Valid Photo Identification** (e.g., Driver's License)
4. **Copy of Social Security Card**
5. **Employment Eligibility Verification (Form I-9)**
  - *Acceptable documents include:*
    - U.S. Passport, OR
    - State-issued Photo ID **AND** (one of the following):
      - Social Security Card
      - Birth Certificate
      - Permanent Resident Card
      - Employment Visa
6. **General Information Form (Employee/Contractor)**
7. **IRS Form W-4**
8. **Direct Deposit Information**
  - Direct Deposit Form
  - Voided Check or Bank-issued Direct Deposit Form
9. **Universal Benefit Plan Enrollment or Waiver Form**
10. **PenServ 403(b) Enrollment & Beneficiary Form**
11. **PenServ Mandatory 403(b) Deduction Election Form**
12. **Local Earned Income Tax Residency Certification Form**
  - [Find Withholding Rates by Address](#)
13. **Employee Handbook Acknowledgement Form**
14. **Workers' Compensation Notification**

## 📁 Optional (If Applying for Benefits for Dependents)

- Marriage Certificate
- Birth Certificate(s) for children
- Social Security Card(s)
- College Transcripts (for dependent students)

## 🎓 Required for All Staff

- Official Sealed Transcripts (Undergraduate & Graduate)
- Copies of Diplomas (Undergraduate & Graduate)
- Original Teaching Certificate

## ⚙️ Required for Coaches

- Sports Safety Certification
- CPR and First Aid Certification

## 🛡️ Background Clearances (Must Be Less Than 1 Year Old)

1. **FBI Fingerprint Clearance (CHRI)**
  - Enroll via [IdentoGO](#) with Code: **1KG6Q9**
2. **PA State Police Criminal Background Check**
  - Apply via [PATCH](#)

### 3. Child Abuse Clearance

- Apply via the [Child Welfare Portal](#)

#### Health Requirements

- **School Personnel Health Record Form**
  - Includes: Physical Exam & TB Test
  - [Download Form Here](#)
  - *Physical must be <1 year old; TB test no more than 3 months older than physical*

#### Legal Disclosures

- **Arrest/Conviction Report and Certification (Act 24/82)**
  - [Download Form](#)
- **Sexual Misconduct-Abuse Disclosure (Act 168)**
  - One form per current/former employer where work with children occurred
  - [Download Form](#)

#### Training Requirements

1. **Act 71 Training** – Suicide Prevention (*Required for educators, support staff, and leadership*)
2. **Mandated Reporter Training (Act 31)** – [Recognizing and Reporting Child Abuse](#)
  - *A completion Certificate must be submitted*