

# Applicant Approval Form

I recommend \_\_\_\_\_ for the position of  
(Candidate's Name)

\_\_\_\_\_, and confirm that all applicable  
(Position)

items listed below are attached.

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

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## Please have first four items prior to submitting applicant for hire.

\_\_\_\_\_ Completed Application (*Standard App w/application attachment for professional employees and FASD applications for Support & Extra Curricular*)

\_\_\_\_\_ Completed Act 168 Disclosure Release form **for current employer and any former employers in which applicant had direct contact with children.**

\_\_\_\_\_ Act 151 Child Abuse, Act 34 PA Criminal & Act 114 FBI Federal Criminal Clearances (PAE number) **or** Provisional Employment Affirmation, and ACT 24 Arrest and Conviction Report, Act 71 (6-12) and Coach's Code of Conduct (when applicable).

\_\_\_\_\_ Certification, Transcripts, Praxis Scores (Teachers, Nurses, Instructional Aides, Substitute Teachers).

\_\_\_\_\_ **Upon Board Approval** -School Personnel Health Record (Physical Form) and TB test/statement (dated within 90 days prior to start of employment). **Must be received within two weeks of Board Approval. Employee is not cleared to work prior to receipt.**

### REMINDER:

Act 126 Mandatory Reporter Training is required. It can be obtained at no cost at [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu). Also, all permanent full & part-time employees are subject to pre-employment drug screening at the District's expense. Drug screening information is included in the payroll packet.

\_\_\_\_\_ Verified by \_\_\_\_\_

(Payroll Coordinator)

\_\_\_\_\_  
(Date)

**Board approval date** \_\_\_\_\_