



Required Documentation Checklist for Full or Part-Time Professional Employees

Employee's name: _____ Grades/Subject _____

Name of Employee Previously Holding this Position _____

School Location: _____

The following documents are required for employment at _____

Send to Department of Education with Contract

- _____ Original Professional Employment Application
- _____ Pastor's Letter of Recommendation
- _____ Official Transcripts
- _____ Professional Certificates
- _____ Act 168 Record of Disclosure (log form completed and with Principal signature)
- _____ Copy – PA State Police Check (Act 34)
- _____ Copy – PA Department of Welfare Check (Act 151)
- _____ Copy – FBI Background Check (Act 114)
- _____ Signed Contract

Keep at School

- _____ Copy of Professional Employment Application
- _____ Copy Act 168 Record of Disclosure (log form completed with Principal signature)
- _____ Tuberculosis Testing
- _____ Pre-Employment Medical Examination Form
- _____ Emergency Information

Send to HCAS/Youth Protection

- _____ Employee Disclosure Statement
- _____ PA State Police Check – Act 34
- _____ PA Child Abuse History Check – Act 151
- _____ FBI check – Act 114 – **Need PAE number**
- _____ Recognizing and Reporting Child Abuse Certificate
- _____ Copy – Act 168 Record of Disclosure

Send to HCAS/Payroll

- _____ I-9 Employee Eligibility
- _____ Work Related Injury Form
- _____ W-4 Employee Withholding
- _____ Certificate of Residence
- _____ Local Service Tax: _____ Exemption _____ Refund
- _____ Direct Deposit Enrollment
- _____ End User Computer Policy

Packet received from _____ on _____

Number & Date of Temporary Badge Issued _____ Date of Permanent Badge issued _____