



LANCASTER MENNONITE SCHOOL

Application for Staff Employment

Date Submitted _____

PERSONAL PROFILE

Last Name _____			First _____			Middle _____		
Address _____					Telephone (_____) _____ - _____			
City _____			State _____		Zip code _____			
Denomination _____					Congregation _____			
Position applying for _____								
I certify that I am eligible to work in the United States. _____ Yes _____ No								

EDUCATIONAL BACKGROUND

Name of Institution	Location	Subject	Years Attended	Degree/Year
High school _____	_____	_____	_____	_____
College _____	_____	_____	_____	_____
Other _____	_____	_____	_____	_____

EMPLOYMENT BACKGROUND

Company _____		Name of Supervisor _____		
Address _____		Start date _____		Hours/week _____
City, State & Zip Code _____		End date _____		
Phone number _____		Starting salary _____		Final salary _____
Your last job title _____				
List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.				

May we contact this employer? _____ Yes _____ No				



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Company _____ Name of Supervisor _____

Address _____ Start date _____ Hours/week _____

City, State & Zip Code _____ End date _____

Phone number _____ Starting salary _____ Final salary _____

Your last job title _____

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

May we contact this employer? _____ Yes _____ No

Company _____ Name of Supervisor _____

Address _____ Start date _____ Hours/week _____

City, State & Zip Code _____ End date _____

Phone number _____ Starting salary _____ Final salary _____

Your last job title _____

List the jobs you held, duties performed, skills used or learned, advancement or promotions while you worked at this company.

May we contact this employer? _____ Yes _____ No

SPECIAL SKILLS

List any special skills or experiences that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)



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REFERENCES

Name of Supervisor _____ Telephone (_____) _____

Address _____ E-mail _____

Name of Pastor _____ Telephone (_____) _____

Address _____ E-mail _____

Name of Colleague _____ Telephone (_____) _____

Address _____ E-mail _____

STATEMENTS OF CHRISTIAN FAITH AND COMMITMENTS

Please attach responses to the following questions on a separate sheet of paper.

Write a brief statement including your personal relationship to Christ, your present relationship to the church and how these relationships influence your everyday life and commitment.

Are you willing to be guided by the administration of the school? Are you open to consider changes in life and conduct that may be requested?

I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that, should this application contain any false or misleading information, my application may be rejected or my employment with Lancaster Mennonite School terminated.

Signature _____

Date _____

Lancaster Mennonite School (LMS) believes that each individual is entitled to equal employment opportunity without regard to race, color, gender, religion, national origin, age, disability, genetic information, ancestry ... or any other characteristic protected under federal, state, or local anti-discrimination laws. The school's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment.*

**LMS reserves the right to use religion as a hiring criterion for all positions, due to the mission and nature of our school as a faith-based institution, as permitted by law. All employees are responsible for complying with the school's equal employment opportunity policy.*



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CLEARANCES AND TRAINING REQUIRED FOR EMPLOYMENT

Act 114 of 2006, Section 111 of the Public School code was amended effective April 1, 2007. All student teachers (participating in classroom teaching, internships, clinical or field experience) and all prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check, Department of Human Services Child Abuse Report and their Federal Criminal History Record.

Act 153 of 2015 amending the Child Protective Services Law (CPSL) required Section 111 checks be renewed every 60 months. The passing of Act 4 aligns the School Code with the new CPSL requirement and permits any of the three required background checks to be used by potential applicants for up to 5 years (i.e., 60 months). School administrators are permitted to accept applicants' paper copies of Criminal History Record Information (CHRI) reports that are between 1 and 5 years old.

The three (3) required background checks for ALL applicants are as follows:

- Pennsylvania State Police Criminal History Record
- Department of Human Services Child Abuse Report
- Federal Criminal History Record Information (CHRI) – FBI report

In addition, all school employees are mandated reporters for child abuse. The state of Pennsylvania mandates that all school employees must have Act 126 training. The training cycle dictates that all school employees must receive Act 126 training every 5 years.



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INSTRUCTIONS FOR HOW TO OBTAIN CLEARANCES AND TRAINING

PA Child Abuse History Clearance (\$22) *(must be dated within five years of employment)*

- Request the clearance at this link: <https://www.compass.state.pa.us/CWIS>
- This site, the PA Child Welfare Portal, requires you to create an account in order to request a PA Child Abuse Clearance. The Keystone ID which you will be asked to create then becomes your username in the application process. A password must have at least 1 capital letter, 1 number, and 1 symbol and a total of 8-10 characters.
- Be careful to make sure the purpose of your certification is for EMPLOYMENT
- An email will appear in your inbox within 14 days informing you how to access your clearance. Simply follow the instructions and print out the clearance to submit.

PA Criminal History Record Check (\$22) *(must be dated within five years of employment)*

- Go to: <https://epatch.state.pa.us/Home.jsp>
- As a non-registered user you can use the system with a credit card by clicking on the "Record Check" tool bar and selecting "New Record Check", or by selecting "Submit a New Record Check (requires a credit card)". Paid employees may not register under "New Record Check (Volunteers Only)" nor will the "volunteer" clearance be accepted.
- Complete all Required Information Fields
- Print out and submit one copy of the Certificate with Background Seal.

Federal (FBI) Criminal History Report (\$27) *(must be within five years of employment)*

- Go to: <https://www.IdentoGo.com>
- Select "Services"
- Select "Digital Fingerprinting" from the list on the left side of the page
- Select your State and choose GO
- Go to the "Enrollment Services" section at the bottom of the page
- Select the box labeled "Digital Fingerprinting"
- Enter the service code: **1KG6V5** and choose GO
- **Verify the code to be: 1KG6V5 – Pennsylvania PDE – Private Schools**
- Select "Schedule or Manage Appointment"
- Complete the registration information choosing "Continue" at the end of each page until completed. This will allow you to enter your personal information, schedule a fingerprint appointment at your site location and give you a confirmation code.
- Provide the **UIED** from your online registration to Human Resources
- Travel to the site and have fingerprint scanned.

Act 126 Training (no cost)

If you have already received this training, please provide a certificate of completion that we can place in your file.

- To access the free, online course from the University of Pittsburg go to: www.reportabusepa.pitt.edu
- Choose the REGISTRATION tab to create a user profile
- Once you have registered you can enroll in a new course, "Recognizing & Reporting Child Abuse"
- Print the Certificate of Completion when finished and return a copy to the HR Department.