



LANCASTER MENNONITE

APPLICATION FOR STAFF EMPLOYMENT

Date submitted _____

Personal Profile

Last name _____ First _____ Middle _____

Address _____ Telephone (____) _____ - _____

_____ E-mail _____

City _____ State _____ Zip code _____

Denomination _____ Congregation _____

Position applying for _____

Educational Background

	<u>Name of institution</u>	<u>Location</u>	<u>Subject</u>	<u>Years Attended</u>	<u>Degree/Year</u>
High school	_____	_____	_____	_____	_____
College	_____	_____	_____	_____	_____
Other	_____	_____	_____	_____	_____

Employment Background

<u>Employer</u>	<u>Telephone</u>	<u>Type of work</u>	<u>Date</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What hours and days of the week would you be available? _____

Minimum wage rate that would be acceptable to you? _____

This section is to be completed only by persons applying for a coaching position.

List playing experience: Sport _____ Level _____
Sport _____ Level _____
Sport _____ Level _____

List coaching experience: Sport _____ Level _____
Sport _____ Level _____
Sport _____ Level _____

Character Reference

_____	(_____)_____	_____
Name of employer	Telephone	Address

		Zip Code
_____	(_____)_____	_____
Name of pastor	Telephone	Address

		Zip Code
_____	(_____)_____	_____
Name of friend (no relative)	Telephone	Address

		Zip Code

Statements of Christian Faith and Commitments

1. 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.
2. 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?
3. Comments or questions?

CLEARANCES REQUIRED WITH APPLICATION:

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

Lancaster Mennonite School does not discriminate on the basis of sex, race, handicap, national or ethnic origin.

INSTRUCTIONS FOR HOW TO OBTAIN CLEARANCES

ACT 34 (PA Criminal Record Check) *(Must be within 60 months from the date of hire)*

- 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. Volunteers only will apply for their clearance by selecting "New Record Check Volunteers only".
- Complete all Required Information Fields
- Print out and submit one copy of the Certificate with Background Seal.

ACT 151 (PA Child Abuse Clearance) *(Must be within 60 months from the date of hire)*

- 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.
- 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.

ACT 114 (Federal Criminal History Record) *(Must be within 60 months from the date of hire)*

- Go to: <https://www.pa.cogentid.com/index.htm>
- Select Department of Education (PDE)
- Select "Register online" and complete required fields and submit when completed.
- Review fingerprinting site locations, hours, and items to take with you to fingerprint site.
- Travel to the site and have fingerprint scanned.
- Submit with the application (if less than one year) the registration number beginning with PAE. This number will be used to access your FBI record.
- The paper copy (if more than one year) should be the unofficial CHRI report on Pennsylvania Department of Education (PDE) letterhead provided to the applicant by 3M Cogent at the time of clearance. Applicants who have not retained their unofficial paper copies from 3M Cogent may request copies of their CHRI reports from their current employers to supply to prospective employers.