

Name: _____

DELAWARE VALLEY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE CHECKLIST

Following is a list of forms which must be completed and returned to the Administrative Offices as soon as possible.

- _____ **DISTRICT APPLICATION (Found on our online job portal)**
- _____ **ASSOCIATES DEGREE OR PROOF OF 48 CREDITS, IF APPLICABLE**
- _____ **PA CRIMINAL HISTORY RECORD – Please follow the link below**
<https://epatch.state.pa.us/>
- _____ **CHILD ABUSE HISTORY CLEARANCE – Please follow the link below**
<https://www.compass.state.pa.us/cwis/public/home>
- _____ **FBI FINGERPRINT CLEARANCE – Please follow the link below to register**
UEnroll.identogo.com
Enter Service Code 1KG6XN
Location Code SP-DELVALLMIL
- _____ **SCHOOL EMPLOYEE HEALTH FORM**
At your own expense, employee must have a physical examination which will include a tuberculin test. A copy must be placed on file.
- _____ **EMPLOYMENT ELIGIBILITY VERIFICATION FORM (ONLY FOR NEW HIRES)**
 - a. **To be completed at the DV Administration Office**
 - b. Your **original** driver's license, school identification card, United States Military card, or any other document from list B on the back of the I-9 form **and** your **original** social security card, birth certificate, or any other document from list C on the back of the I-9 Form must be presented with a copy placed on file.
- _____ **EMPLOYEE'S WITHHOLDING EXEMPTION CERTIFICATE W-4**
Complete according to instructions on the form. This form must be placed on file.
- _____ **SOCIAL SECURITY CARD**
The **original** card must be presented with a copy placed on file
- _____ **ACT 24 OF 2011**
Complete according to instructions and sign.
- _____ **ACT 29 OF 1994**
Complete according to instructions and sign.
- _____ **NEW HIRE REPORT FORM**
Complete according to instructions on the form. This form must be placed on file.
- _____ **RESIDENCY CERTIFICATION FORM (Act 32)**
Complete according to instructions and sign.
- _____ **RESUME**
If available, include an updated resume with your application.
- _____ **INTERVIEW**
An interview by an administrator of the school district.
- _____ **SUBSTITUTE APPLICATION FORM**
Applicable for substitute position.
- _____ **PRE-EMPLOYMENT DRUG TESTING (ONLY FOR PERMANENT HIRES)**
- _____ **PSERS INFORMATION FOR NEW SCHOOL EMPLOYEES**
- _____ **SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE FORM**
- _____ **RECOGNIZING AND REPORTING CHILD ABUSE ONLINE TRAINING CERTIFICATE**
www.reportabusepa.pitt.edu
- _____ **USER AGREEMENT – ACKNOWLEDGMENT AND CONSENT FORM – COMMUNICATION AND INFORMATION SYSTEMS**