



October 4, 2025

Dear Substitute Teacher applicant,

Thank you for your interest in becoming a substitute teacher at Faith Christian School. We are looking to add several substitutes to our list. Substitutes need to generally be available to come in the same day they receive a call around 6:00 am. We also have a specific need for substitutes who are generally available on Mondays as several of our current subs cannot work on Mondays. We need substitutes for both elementary and high school.

Our daily rate is \$90, with \$45 paid for a half day. The substitute school day begins at 7:45am and concludes at 2:15pm. A half day would begin at 7:45am and conclude at 11:00am, or begin at 11:15am and conclude at 2:15pm. We are a small school, some months we may need you only once or twice, or maybe not at all. Other months, especially if several teachers are ill, we may need you once or twice a week.

One of our current substitute teachers recently said that this is the only place she will sub because our students are so great. We have small class sizes – usually 12-18, never more than about 25. Our students all come from Christian homes and our teachers, including substitutes, must be professing Christians who regularly attend church worship.

If you are interested in being considered for our substitute teacher list, please complete the enclosed application and paperwork. You will need clearances – but don't apply for those until you have heard back from us. If you have current clearances (less than one year old), please include a copy with your application.

Blessings,

Leeann Long

Principal



Substitute Teacher Application

Faith Christian School exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify you and arrange a phone interview. We will also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

Your interest in being a part of the ministry at Faith Christian School is appreciated. We look forward to receiving your application. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. Applicant's Name and Address

Application date ____/____/____

Date available ____/____/____

Last name _____ First name _____ Middle initial _____

Street address _____

City _____ State _____ Zip _____

Phone: Days (____) _____ Evenings (____) _____

Cell phone (____) _____ E-mail _____

Best time to call? _____ Length of time at this address? _____

Permanent address and phone number if different from current address _____

B. Christian Background

On a separate paper, briefly give your Christian testimony and a description of your church involvement and service.

Please carefully read our statement of faith and indicate your degree of support.

I fully support the statement as written, without mental reservations.

I support the statement except for any areas listed and explained on a separate paper. These areas represent either disagreements or items for which I have not yet formed an opinion or a conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct? Yes No

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes ____ No ____ If yes, please write out on a separate page.

What is your local church affiliation? _____ Years? _____

Describe your routine of personal Bible study and prayer: _____

C. Questions for Instructional Personnel

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

To what degree are you familiar with various Christian or secular programs or textbook series? Any Preferences? _____

Describe how periodic evaluations have been helpful to you: _____

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): _____

D. Professional Qualifications

Please attach photocopies of all your postsecondary transcripts and teaching certificates.

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? _____ Your minors? _____

Total units—(circle one) semester or quarter—after date of bachelor's degree: _____

Cumulative grade point average: Bachelor's _____ Graduate work _____

List any other educational advantages that you have had, including opportunities for travel: _____

Do you have an ACSI K–12 teaching certificate or administrator's certificate? Yes No

What level? _____ Remains valid for _____ years

Do you have a state teaching or administrator's certificate? Yes No State? _____

What kind? _____ Remains valid for _____ years

Endorsement(s)

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Kindergarten Elementary _____

Junior High High School _____

List any books, articles, conferences or seminars that recently have helped you grow professionally: _____

Describe your level of computer and software program skills: _____

Do you know a foreign language? _____ If yes, which language? _____

E. Employment History

Please start with your current or most recent employer and work backward for the past *ten* years. If necessary, use a separate paper and follow the same format for additional positions.

1. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

2. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

3. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

4. Position _____ Dates of employment _____

Employer _____ Address _____

Supervisor's name and phone number _____

Reason for leaving _____

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes No

F. Personal References

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

Give three references who are qualified to speak about your professional training and experience. List your current or most recent principal or supervisor *first*.

Name and complete address	Phone	Position

G. Personal Statements from All Applicants

If you answer yes to any of the questions in the following section, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Can you provide the documents to prove that you are legally eligible for employment in the United States? Yes No

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer? Yes No

Are you currently being investigated or under a procedure by your current employer to consider your discharge for misconduct? Yes No

Have you ever been suspended, been discharged, or resigned in lieu of discharge from any position?
 Yes No

Have you ever been charged in civil or criminal proceedings with improprieties regarding children?
 Yes No

Have you ever entered a plea of guilty or a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for *any* crime other than a minor traffic offense? Yes No

Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying? Yes No If yes, please explain: _____

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules? _____

Our school welcomes employees, volunteers, and students of different nationalities, races, and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered:

H. Applicant's Certification and Agreement

I understand that Faith Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability. All employment decisions are made on the basis of merit and job requirements.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Faith Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I certify that I have carefully read and do understand the above statements.

Applicant signature

Date

I. Faith Christian School Statement of Faith

We believe the Bible, Old and New Testaments, to be inspired by the Holy Spirit, the only infallible, authoritative Word of God

We believe in One God, Creator of all things, eternally existent in three persons, Father, Son and Holy Spirit.

We believe in both the humanity and deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, and in His continued intercession for all believers.

We believe that for salvation of lost and sinful man, it is absolutely essential to receive by faith the Lord Jesus Christ, thus regenerated by the Holy Spirit, man becomes a Child of God.

We believe in the continuing ministry of the Holy Spirit, who convicts men of sin; and by indwelling the Christian, guides, instructs and empowers him/her for godly living and faithful service.

We believe in the spiritual unity of all believers in our Lord Jesus Christ, who is Head of the Body, the church.

We believe in the personal and imminent return of the Lord Jesus Christ to receive His bride, the church.

We believe in the resurrection of both the saved and the lost; the saved to eternal life with Christ and the lost to eternal damnation.

Applicant signature

Date

Administrator signature, *after* discussion with applicant

Date

J. Faith Christian School Lifestyle Statement

Faith Christian School is a religious, nonprofit organization representing Jesus Christ throughout Monroe County and its surrounding areas. Faith Christian School requires its officers, employees, and volunteers who have unsupervised access to children to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). All will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. All are expected to demonstrate teachable spirits, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with one another.

The Faith Christian School Statement of Faith expects officers, employees, and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit, and prejudice based upon race, sex or socioeconomic status. Therefore, Faith Christian School strives to see these attitudes eliminated and replaced by Christlike attitudes appropriate for maturing Christians such as love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.

Scripture, while not providing specific teaching regarding all social practices, does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to others. Based on this, Christians are called out of a motive of love to live circumspectly, demonstrating personal responsibility and being aware of the impact of our actions and attitudes on others (Rom. 14, 1 Cor. 8, Gal. 5:13). All are agreed to faithfully participate in a local church whose beliefs are in agreement with the school's statement of faith. (Heb. 10:25)

Moreover, Scripture recognizes that personal failures may occur (Jam. 3:2). When personal failures occur within our lives, we are to quickly repent, seek forgiveness and with the help of godly counsel and the empowerment of the Holy Spirit prevent these from getting a hold on our lives (1 John 1, James 5:16). Not following these steps would jeopardize ones continued role in employment, leadership or ministry responsibilities and service.

Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to heterosexual activity outside of marriage, sexual harassment, and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20, Heb 13:4). Faith Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Faith Christian School expects all of its officers, employees, and volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. Failure to do so may result in a reprimand or, in some cases, dismissal from employment or service. It is the goal of Faith Christian School that its role models have a lifestyle in which "He may have the preeminence" (Col. 1:18).

When circumstances arise calling into question the conduct of an officer, employee or volunteer with regard to this statement, a confidential committee comprised of a panel of peers (two board members, two faculty, two pastors) will be called by either the administration or Board president to hear and determine a Biblical resolution to the issue. The panels' decision must be unanimous.

As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) _____, recognize, understand, and agree to live by the Christian moral standards of the school.

My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's signature

Date

Administrator's signature after discussion with applicant/volunteer

Date

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)

Federal Criminal History Background Checks

EFFECTIVE MARCH 19, 2012, THE FEE CHARGED FOR FEDERAL (FBI) CRIMINAL HISTORY BACKGROUND CHECKS WAS REDUCED TO \$28.75. (All applicants will now receive an unofficial copy of their report).

Federal Criminal History Background Checks required by Act 114 of 2006, 24 PS 1-111 as amended (Act 61 of 2008)

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION (PDE)
SCHOOL SERVICES OFFICE

FEBRUARY 1, 2012 (Updated)

SUBJECT: Federal Criminal History Record Information (CHRI) – FBI REPORT

APPLICANT PROCEDURES

Fee: \$28.75; All applicants will now receive an unofficial copy of their report. Fee is payable to 3M Cogent.

The fingerprint-based background check is a multiple-step process, as follows:

1. **Registration** - The applicant must register *prior* to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.); there is no data entry required or allowed at the fingerprint collection site. *Any corrections to this data must be made prior to being fingerprinted.*
2. **Payment** - The applicant will pay a fee of \$28.75 for the fingerprint service and to secure an unofficial copy of the Criminal History Record. Applicants may make their payment online using a credit card or debit card during the registration process. Money orders or cashiers checks payable to 3M Cogent will be accepted on site for those applicants who do not have the means to pay electronically. *No cash transactions or personal checks are allowed.*

3M Cogent has also established an **agency billing** procedure for fingerprinting services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the 3M Cogent Agency Pay Agreement. To establish a billing account, visit the website www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

3. **Fingerprint Locations** – After registration, the applicant proceeds to the fingerprint site of their choice for fingerprinting. 3M Cogent has established over 80 sites across the Commonwealth. The location of the fingerprint sites and days and hours of operation for each site are posted on 3M Cogent's website at www.pa.cogentid.com. The location of fingerprint sites may change over time; applicants are encouraged to confirm the site location nearest to their location. PDE encourages entities where access to the fingerprint location is more than 20 miles away to contact 3M Cogent and suggest areas where another closer site could be established.

4. **Fingerprinting** - At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID type may be found on the 3M Cogent website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
5. **Report Access** - To begin the registration process, applicants check a box to confirm that school entities are authorized to review their official report electronically. For the public or private school or higher education institution to access the official report via the electronic system, applicants must present their **Registration ID** to the hiring entity. This process allows an applicant to provide multiple potential employers with their **Registration ID**, as the report is linked to the Registration ID number and not assigned to a specific school. To retrieve this personalized number, applicants can return to the Cogent registration website and select "Proof of Transaction (Receipts)". Applicants will enter their personal information in the lower portion of that screen to obtain their receipt with the Registration ID at the top.

School entities are **not** permitted to print a copy of an applicant's report for the applicant's personal reference. Applicants will receive a paper copy of their CHRI report. The paper copy will not be regarded as the official report; but, it will provide an applicant with a copy of the information that the school administrator will see when the report is reviewed. The applicant may share the paper copy of the CHRI with prospective employers. However, the school is required to review the official CHRI online and print a file copy of the CHRI if the applicant is hired by the school or their contractor, or if the applicant is approved for student teaching.

PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK

This form is to be completed in ink by the requester – (information will be mailed to the requester only). If this form is not legible or not properly completed, it will be returned unprocessed to the requester. A response may take four weeks or longer.

TRY OUR WEBSITE FOR A QUICKER RESPONSE
<https://epatch.state.pa.us>

NAME/ REQUESTER	
ADDRESS	
CITY/STATE/ ZIP CODE	

**FOR CENTRAL REPOSITORY USE ONLY
CONTROL NUMBER**

AFTER COMPLETION MAIL TO:

PENNSYLVANIA STATE POLICE
CENTRAL REPOSITORY – 164
1800 ELMERTON AVENUE
HARRISBURG, PA 17110-9758

1-888-QUERYPA (1-888-783-7972)

**DO NOT SEND CASH OR PERSONAL
CHECK**

CHECK ONE BLOCK

INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00, PAYABLE TO:
"COMMONWEALTH OF PENNSYLVANIA"
THE FEE IS NONREFUNDABLE

NOTARIZED INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$15.00, PAYABLE TO:
"COMMONWEALTH OF PENNSYLVANIA"
THE FEE IS NONREFUNDABLE

FEE EXEMPT-NONCRIMINAL JUSTICE AGENCY – NO FEE

CONTACT TELEPHONE NUMBER (INCLUDING AREA CODE)

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NAME/SUBJECT OF RECORD CHECK (FIRST) (MIDDLE)

(LAST)

MAIDEN NAME AND/OR ALIASES

SOCIAL SECURITY NUMBER

DATE OF BIRTH
(MM/DD/YYYY)

SEX

RACE

The Pennsylvania State Police response will be based on the comparison of the data provided by the requester against the information contained in the files of the Pennsylvania State Police Central Repository only

FEES FOR REQUESTS - \$10.00. NOTARIZED FEE REQUESTS - \$15.00.

*****MAKE ALL MONEY ORDERS PAYABLE TO: COMMONWEALTH OF PENNSYLVANIA *****
◀◀◀◀◀CHECK BOX THAT MOST APPLIES TO THE PURPOSE OF THIS REQUEST▶▶▶▶▶

REASON FOR REQUEST

INTERNATIONAL ADOPTION - INTERNATIONAL ADOPTION MUST BE NOTARIZED AND MAILED IN. (\$15.00 FOR REQUEST)

<input type="checkbox"/> ADOPTION (DOMESTIC)	<input type="checkbox"/> EMPLOYMENT/SCREENING	<input type="checkbox"/> PASSPORT
<input type="checkbox"/> ATTORNEY	<input type="checkbox"/> FOSTER CARE	<input type="checkbox"/> PRIVATE INVESTIGATIONS
<input type="checkbox"/> BANKING	<input type="checkbox"/> HEALTHCARE	<input type="checkbox"/> SOCIAL SERVICES
<input type="checkbox"/> BAR ASSOCIATION	<input type="checkbox"/> HOUSING	<input type="checkbox"/> TENANT CHECK
<input type="checkbox"/> CHURCH	<input type="checkbox"/> INSURANCE LICENSE	<input type="checkbox"/> VISA
<input type="checkbox"/> CHILD CARE	<input type="checkbox"/> MENTAL HEALTH	<input type="checkbox"/> VOLUNTEER AMBULANCE/FIREFIGHTER
<input type="checkbox"/> EDUCATION	<input type="checkbox"/> NURSE AID TRAINING	<input type="checkbox"/> VOLUNTEER
<input type="checkbox"/> ELDER CARE	<input type="checkbox"/> OTHER _____	
<input type="checkbox"/> EMERGENCY MANAGEMENT		

ACCESS & REVIEW - (NOT FOR EMPLOYMENT PURPOSES. MUST BE MAILED INTO THE CENTRAL REPOSITORY WITH A COPY OF A VALID GOVERNMENT ISSUED PHOTO ID, SEE TERMS & CONDITIONS)

AVAILABLE ONLY TO SUBJECT OF RECORD OR LEGAL REPRESENTATIVE WITH LEGAL AFFIDAVIT AND REQUIRED COPY OF GOVERNMENT PHOTO ID ATTACHED FOR THE PURPOSE OF REVIEWING YOUR CRIMINAL HISTORY.

WARNING: 18 Pa.C.S. 4904(b) UNDER PENALTY OF LAW - MISIDENTIFICATION OR FALSE STATEMENTS OF IDENTITY TO OBTAIN CRIMINAL HISTORY INFORMATION OF ANOTHER IS PUNISHABLE AS AUTHORIZED BY LAW.

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II		RESULTS OF HISTORY CHECK	
<input type="checkbox"/> APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.		<input type="checkbox"/> APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).	
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1.	-	3.	-
2.	-	4.	-
VERIFIER _____ DATE _____		VERIFIER'S SUPERVISOR _____ DATE _____	

SECTION III		VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES	
<p>_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.</p> <p>The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.</p> <p>It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.</p>			

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE			
<input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred in the last five years. <input type="checkbox"/> Applicant is named as the perpetrator of a founded child abuse or school employee report which occurred over five years ago. <input type="checkbox"/> Applicant is named as the perpetrator of an indicated child abuse or school employee report. <input type="checkbox"/> Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.			

PENNSYLVANIA STATE POLICE CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached.			

FBI CLEARANCE			
<input type="checkbox"/> Record exists and contains convictions which prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but convictions do not prohibit hire in a child care position. Report attached. <input type="checkbox"/> Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached. <input type="checkbox"/> No record exists. Report attached. <input type="checkbox"/> No FBI clearance required.			

VERIFIER _____ DATE _____		VERIFIER'S SUPERVISOR _____ DATE _____	
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**DIRECTIONS TO COMPLETE THE
PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE APPLICATION:**

1. Applicants are to complete Section I only.
2. Type or print clearly and neatly in ink only.
3. The space for the applicant's name must be the applicant's full legal name. An initial is not acceptable for a first name. The address listed must be applicant's current home address. This is also where the results of the clearance will be mailed.
4. The applicant's Social Security number is voluntary. If filling in the Social Security number please fill in the entire Social Security number.
5. Age – Fill in the applicant's current age.
6. Date of Birth – Fill in the applicant's date of birth (Example: 01/22/1990).
7. Daytime Phone Number – Fill in the number for where the applicant can be reached in the event that there are questions about the information on the application.
8. Sex – Check the appropriate box for male or female.
9. County You Live In – Fill in the name of the county where you reside (this should be the county for the address that the applicant filled in the space on the left of this section).
10. **Purpose of Clearance** – Do not check more than one block:
 - a. Check the Child Care box if planning to work in a day care or child care setting.
 - b. Check the Foster Care box if applying as a prospective foster parent.
 - c. Check the School Employee box if seeking to have involvement within a school (public, private, vocational, or technical) for employment or volunteer purposes OR check this box if a child abuse clearance is needed due to enrollment in an educational program such as a nursing school or technical program.
 - d. Check the Adoption Block if in the process or planning to adopt a child.
 - e. Check Employment With A Significant Likelihood of Regular Contact With Children if NONE of the other options relate to why a child abuse clearance is needed.
 - f. Check the Volunteers box if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. As noted on the form, if the Volunteer box is checked, the applicant must also attach A COPY of the RESULTS from their PA State Police Criminal History Record Check. Do not send original criminal record results because the original cannot be returned. If the applicant is not a current Pennsylvania resident, the applicant must also attach a copy of their FBI Criminal History results obtained within the past year.
 - g. Check the DPW Employment & Training Program Participant box if the applicant is participating in a Department of Public Welfare employment and training program through a county assistance office, or CAO, or the Office of Income Maintenance, OIM. The signature **AND** phone number of the CAO or OIM representative is required.
11. Previous Names Used Since 1975 - The applicant must list any and all full legal names that they have ever had since 1975. This includes maiden names, aliases and also known as (aka) names.
12. Previous Addresses Since 1975 - List all addresses where the applicant has resided since 1975. The applicant can attach an additional sheet of paper with all of the addresses listed if necessary. If the applicant cannot remember the exact mailing addresses since 1975, filling in as much information as possible about the location will be acceptable.
13. Household Members - Include anyone that the applicant lived with since 1975 (parents, guardians, siblings, children, spouse (ex), paramour, friends, etc.). If the applicant was under the age of 18 in 1975 this section must include other household members who lived with the applicant or with whom the applicant lived. Please note the household member's relationship to the applicant, their age (to the best of your knowledge) and their sex. Applications where this section is left blank will be rejected and returned to the applicant.
14. Applications must be signed and dated. Applications that are not signed and dated will be rejected and returned to the applicant.
15. Enclose a \$10.00 money order for each application. No cash or personal checks will be accepted. Agency or business checks are acceptable.
16. Do not send any postage paid return envelopes for us to return your results. Results are issued through an automated system generated mailing process.

Note: Clearance results will be mailed to you within 14 days from the date that the clearance is received in our office. Failure to comply with the above instructions will cause considerable delay in processing the results of an applicant's child abuse clearance.