

Muhlenberg School District

801 Bellevue Avenue
Laureldale, PA 19605
610-921-8000
www.muhsdk12.org



Dear Applicant:

Thank you for your interest in a position with the Muhlenberg School District (“MSD”). Please complete and return the attached Employment Application to the Superintendent’s Office, Muhlenberg School District, Administrative Offices, 801 Bellevue Avenue, Laureldale, PA 19605.

Employment with MSD requires the submission of current clearances (dated within one year of hire) including:

- Act 151 – Pennsylvania Child Abuse History Clearance
- Act 34 – Pennsylvania Criminal History Record (PA State Police)
- Act 114 – FBI Criminal History (Fingerprinting).

ACT 153 BACKGROUND CHECKS

**BELOW ARE THE DIRECTIONS ON OBTAINING YOUR REQUIRED CLEARANCES
(WHICH MUST BE UPDATED EVERY 36 MONTHS):**

- **Act 34 – PA Criminal History Record (PA State Police): This can be done online at <https://epatch.state.pa.us/>**
- **Act 151 – PA Child Abuse History Clearance (PA Department of Human Services): This can be done online at <https://www.compass.state.pa.us/CWIS>**
- **Act 114 – FBI Criminal History (Fingerprinting): You can register for the fingerprinting online, choose PA Department of Education, at <http://www.pa.cogentid.com/index.htm>. Once registered, you must go to the designated facility for the fingerprinting process (Berks County Intermediate Unit or visit their website at <http://www.berksiu.org> at About Us, Employment, Applications & Clearances for additional information and fingerprinting locations).**

Please note that applicants may have an interview without clearances, but **MSD cannot employ anyone without the same.**

If your qualifications meet our needs, you will be contacted for an interview. However, if you are not contacted, we will retain your application for one (1) year.

Please visit the MSD website or Administration Office for employment information including job postings.

Muhlenberg School District

801 Bellevue Avenue
Laureldale, PA 19605
610-921-8000
www.muhsdk12.org



EMPLOYMENT APPLICATION

The Muhlenberg School District complies with and conducts itself and its business operations at all times in accordance with all state and federal civil rights laws and protections; it does not discriminate against any persons in employment, educational programs or educational activities based on race, ethnicity, sex, religion, age, disability, national origin, or veteran status.

(Please Type or Print)

Date _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone () _____ E-Mail _____

Social Security Number _ _ _ - _ _ - _ _ _

Federal Criminal History (FBI Clearance) Registration ID: PAE _ _ _ _ _

Position Desired _____ Date of Availability _____

Applying for: Full Time Part Time Substitute

Current Salary _____ Salary Desired _____

EDUCATIONAL BACKGROUND

School Name and Address	Major	Degree
High School		
College/Graduate School		
Other (Business or Trade School)		

WORK EXPERIENCE

In accordance with Act 168, it is mandatory that you list current employer, former employers that are school entities, and former employers where you held a position that involved direct contact with children. Please attach additional page if more space is needed.

Employer's Name, Address, Telephone Number	Employed		Job Description	Reason for Leaving
	from	to		

REFERENCES

References should include those persons who have first-hand knowledge of your professional competence and your personal qualifications.

Name and Address	Position	Telephone No.

Summarize special skills and qualifications acquired from employment or other experiences which would make you better qualified for the job for which you are applying (for example: driver's license, CDL, typing, professional license):

Are you currently under charges for a criminal offense? Yes No

If yes, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet.

1. I hereby authorize Muhlenberg School District to contact school, college, employment, and all other sources for the purpose of verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the prospective employer.
2. I understand that any false statements in this application may be sufficient cause for discharge if I am employed.
3. I understand that any offer of employment is conditioned upon my presentation of clear Act 34-PA Criminal History Record (PA State Police), Act 151-PA Child Abuse History Clearance (PA Department of Human Services), and Act 114-FBI Criminal History (fingerprinting) clearances.
4. The position holder must be able to perform the essential functions of the position with or without reasonable accommodation. It is the responsibility of the employee to notify the school district of any and all reasonable accommodations that will be required.

(Attach additional documents if necessary)

Signature of Applicant