



Muhlenberg School District

801 Bellevue Avenue
Reading, Pennsylvania 19605-1799
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 Dr. Jessica Heffner, Muhlenberg School District, 801 Bellevue Avenue, Reading, PA 19605 or heffnerj@muhsdk12.net.

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 for employment information including job postings.

PA ACT 153 - BACKGROUND CHECKS

Pre-Employment Clearances

As a Pennsylvania public school district, candidates for employment at Muhlenberg School District are required to provide up-to-date clearances. This includes the Pennsylvania Child Abuse clearance, the Pennsylvania State Police Criminal History Record Check, and the Federal Criminal History Record Check. Details on each can be found below. Applicants may have an interview without clearances, but MSD cannot employ anyone without the required clearances. **PLEASE NOTE that clearances obtained for volunteer purposes MAY NOT be used for employment. Clearances must now be updated every sixty (60) months:**

Pennsylvania Child Abuse History Clearance – Act 151 - \$13.00

The fastest way to process this clearance is to log onto www.compass.state.pa.us/cwis and use your credit/debit card. Applicants for public school employment should select *School employee governed by the Public School Code* as the purpose for their certification application.

If you do not have access to a computer, you should complete and mail the “Pennsylvania Child Abuse History Certification” form to the Childline and Abuse Registry at the address listed on the form along with a \$13.00 money order. (Please note that requesting this clearance by mail may result in a delay of up to eight weeks. Therefore, it is recommended that you utilize the online request process.) To expedite your paper application processing, you are encouraged to take your completed form and \$13.00 money order to State Senator Judy Schwank’s office at 210 George Street, Muhlenberg Township, Reading 19605 (610-929-2151).

You may download and print the form here:
CY113 form - English Child Abuse Clearance
CY113 form - Spanish Child Abuse Clearance

Pennsylvania State Police Request for Criminal History Record Check – Act 34 - \$22.00

The fastest way to process this clearance is to log onto <https://epatch.state.pa.us> and use your credit/debit card. In most cases, you should receive instantaneous results if no record exists.

If you do not have access to a computer, you should complete and mail the “Pennsylvania State Police Request for Criminal Record Check” form to the Pennsylvania State Police at the address listed on the form along with a \$22.00 money order. (Please note that requesting this clearance by mail may result in a delay of up to eight weeks.)

You may download and print the form here:
[Request for Criminal Record Check](#)

Federal Criminal History Record – Act 114 - \$23.85

All applicants for school employment are required to obtain a Federal Criminal History Record. The fastest way is to register online at <https://uenroll.identogo.com> and use your credit/debit card. Applicants for public school employment should select **PA Department of Education and enter the service code 1KG6XN**. Once registered, you must go to a designated facility to go through the FBI fingerprinting process to obtain this report. For details on this process, visit the Berks County Intermediate Unit site by [clicking here](#).

Documents may also be found on the Keeping Kids Safe website at <http://keepkidssafe.pa.gov>.



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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 fingerprint clearance) UEID #: UZSV _____

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)		
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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