



COLONIAL INTERMEDIATE UNIT 20

A Regional Service Agency

6 Danforth Drive
Easton, PA 18045-7899

Telephone (610) 252-5550 ● FAX (610) 252-5740
Human Resources FAX (610) 515-6550
TDD/TTY Hearing Impaired (610) 252-3786

Dear Applicant:

We are pleased to hear of your interest in a position for Intermediate Unit 20.

For us to consider you as an active candidate for a position, we require that the following data be sent to us for your file:

Application

You will be asked to have a Pennsylvania Criminal History Record Check, Pennsylvania Child Abuse History Clearance, and FBI Federal Criminal History Record if you are chosen as a finalist for the position.

If an administrator recommends you as a finalist for a position, you will be required to have a pre-employment medical examination – physical and tuberculosis (TB) test. All results (physical and TB) must be recorded on the School Personnel Health Record. No other forms are acceptable. We will provide the form to you. The physical and TB are at your own expense.

Thank you again for your interest and your prompt attention to sending us the required documents necessary to process your application.

Sincerely,
RECRUITMENT OFFICE
COLONIAL INTERMEDIATE UNIT 20

Enclosures
(3/07 - CUST)

EMPLOYMENT EXPERIENCE:

Position	Employer	Address and Telephone	Dates Employed	Supervisor

EMPLOYMENT RELATED WORK ACTIVITIES:

Type of Work	Name and Address of Employer or Firm	Dates

COMMUNITY ACTIVITIES:

SPECIAL AWARDS OR HONORS:

PROFESSIONAL AFFILIATIONS:

ADDITIONAL INFORMATION:

Have you, at any time, been convicted of a felony or a misdemeanor, other than motor code violations?

_____ Yes _____ No

If yes, please explain.

REFERENCES:

Name	Address	Area Code and Telephone

DATE OF AVAILABILITY _____

Please attach copies of all other requested credentials to this application. Before final action can be taken on this application, we must be in receipt of all requested credentials. This application will be kept active for a period of **one year**. Please notify this office if you would like this period extended or of changes in your credentials or status.

My signature below certifies that to the best of my knowledge and belief all information provided herein is complete and true. I understand that any misrepresentation of information shall be sufficient cause for 1.) rejecting my candidacy; 2.) withdrawal of any offer of employment; or 3.) terminating my employment.

I further authorize the Intermediate Unit to investigate my background now or in the future, to verify the information provided, and release from liability all persons and/or corporations supplying information concerning my background.

Date

Signature of Applicant

Please respond to the question on the reverse of this sheet.

Return to: **RECRUITMENT OFFICE**
Colonial Intermediate Unit 20
6 Danforth Drive
Easton, PA 18045-7899

To comply with Federal laws, State laws, and State Department of Education regulations concerning equal rights and opportunities and to assure these within our Intermediate Unit, the Colonial Intermediate Unit 20 declares itself to be an equal rights and opportunities agency. As an equal rights and opportunities agency, it does not discriminate against individuals or groups because of race, color, national origin, religion, age, sex and disabilities as defined by law. The Intermediate Unit's commitment to non-discrimination extends to students, Employees, prospective Employees, and the community.

Successful performance and affirmative action program efforts will provide positive benefits to the Intermediate Unit through fuller utilization and development of previously underutilized human resources.

Coordinator of Title IX, Section 504 and ADA is: Mr. Anthony Pidgeon, Director of Human Resources & Research Services, Colonial Intermediate Unit 20, 6 Danforth Drive, Easton, PA 18045, 610-252-5550

GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list **all** offenses, and for each conviction provide date of conviction and disposition, regardless of the date of location of occurrence. Conviction of a criminal offense is **not** a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses, and convictions resulting from a plea of "nolo contendere" (no contest).

Conviction is an adjudication of guilt and includes determinations before a court, a district justice, or a magistrate, which results in a fine, sentence, or probation.

You may omit: **minor** traffic violations, offenses committed before your 18th birthday which were adjudicated in juvenile court or under a Youth Offender Law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense? Yes No

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

Have you ever forfeited bond or collateral in connection with a criminal offense? Yes No

Within the last ten years, have you been fired from any job for any reason? Yes No

Within the last ten years, have you quit a job after being notified that you would be fired? Yes No

Have you ever been professionally disciplined in any state? Yes No

Professional discipline means the annulment, revocation, or suspension of your Teaching certification or having received a letter of reprimand from an agency, Board or commission of state government, such as the Pennsylvania Professional Standards and Practices Commission.

Are you subject to any visa or immigration status, which would prevent lawful employment? Yes No

Note: If you answered "YES" to any of the above questions, 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 that sheet and include your social security number.

My signature below certifies that to the best of my knowledge and belief all information provided herein is complete and true. I understand that any misrepresentation of information shall be sufficient cause for 1.) rejecting my candidacy; 2.) withdrawal of any offer of employment; or 3.) terminating my employment.

Signature of Applicant

Date

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6 Danforth Drive
Easton, Pennsylvania 18045-7899

It is requested that you respond, in your handwriting, to the following question. Please limit your response to this side of the paper and sign where indicated.

Please discuss your work-related experiences and describe how they might be beneficial to your employment in Intermediate Unit 20.

Date

Signature of Applicant

(11/08)

Please go to http://www.portal.state.pa.us/portal/server.pt/community/background_checks_%28act_114%29/7493 to retrieve links that are unlined and in color. These links provide additional important information.

Background Checks (Act 114 and Act 24)

Changes to Section 111 of School Code are Effective September 28, 2011.

Act 24 of 2011 (Act 24) contains a number of significant changes to the Pennsylvania Public School Code that are designed to enhance the safety of school children. Among these changes, Act 24 amends Section 111 of the School Code, the section of the School Code that provides for background checks for employees of public and private schools, intermediate units and area vocational-technical schools (AVTS). Section 111 also applies to independent contractors and their employees who have direct contact with children and to student teacher candidates assigned to public and private schools (link for PDF [New Background Check PennLink](#)).

Availability of new PDE Form for Employees to Report Section 111(e) Offenses to School Administrators.

The new law includes an important mechanism to help ensure that current school employees, who may not have been subject to a previous background check, are now required to provide assurances that they have not been previously arrested or convicted of Section 111(e) offense. Accordingly, under Act 24, all current school employees are required to complete and **return to their school administrator or other person responsible for school employment decisions (the School Administrator) a form developed by PDE to report prior arrests or convictions for any offense listed in Section 111(e). This form (PDE-6004) is now available on this page (link for PDF [Arrest or Conviction Report](#)).**

All current school employees of a public or private school, intermediate unit or AVTS must complete PDE-6004 and return it to the School Administrator by December 27, 2011. DO NOT RETURN THIS FORM TO PDE.

School Administrators are responsible for making sure that all employees complete this form. If an employee refuses to submit the form, Act 24 requires that the School Administrator require the employee to submit a current background check under Section 111. In addition, school employees will be required to report to the School Administrator within seventy-two (72) hours any arrest or conviction of an offense listed in Section 111(e) that occurs after September 28, 2011. The PDE form should be used to report these arrests or convictions to the School Administrator. School Administrators are advised to notify their employees of the availability of PDE-6004 as soon as possible as well as inform their employees as to whom the form must be returned and the applicable deadlines for return of the form.

EFFECTIVE SEPTEMBER 14, 2010, THE FEE CHARGED FOR FEDERAL (FBI) CRIMINAL HISTORY BACKGROUND CHECKS WILL BE REDUCED FROM \$36.00 TO \$33.00. (Additional fee of \$2.50 when the individual requests a paper copy.)

Introduction

The purpose of this page is to ensure administrators and applicants are aware of 24 P.S. §1-111, as amended, and Chapter 8 of the State Board of Education Regulations concerning criminal history background checks. In addition, the procedures to be followed for obtaining background checks are included in this web page. We recommend that administrators and applicants become familiar with both the law and the regulation.

Act 114 of 2006 specifies that all applicants for employment in public and private schools including employees of independent contractors, but excluding employees who do not have

direct contact with students undergo background checks. In addition, Act 114 extends the background check requirements to include student teacher candidates. As of April 1, 2007 the following three background checks are required:

1. Pennsylvania State Police Request for Criminal Records Check (Act 34). Applies to individuals hired as of January 1, 1986.
2. Department of Public Welfare Child Abuse History Clearance (Act 151).
3. Federal Criminal History Record Information (CHRI) in a manner prescribed by the Department of Education

The Department of Education has outlined procedures for obtaining the federal criminal history record information from the FBI. The procedure for obtaining a federal background check has changed since December 1, 2008 and this procedure, including information for obtaining the PA State Police Criminal Records Check and the Department of Public Welfare Clearance is included in this webpage. In addition, Frequently Asked Questions and Answers are included to assist school administrators and applicants with the process.

Information & Procedures

- [Federal Criminal Background Checks](#) (contains the following)

Implementation	School Entity Procedures
General Requirements	Student Teachers and Universities
Applicant Procedures	School Contractor Procedures
Agency Billing (ABID)	Other Entities
Unofficial Report (Applicant copy)	Provisional Hire
Fingerprint Processing and Storage	Group Fingerprinting
Fingerprint Correction and Resubmission	Security
Obtaining a Username and Password	Where to Find Help

- [Presentation for Contractors](#) (PDF file – [link for free Adobe Reader](#))
- [Background Check Webinar](#) (Recorded Elluminate Webinar - 4/22/2009)

Frequently Asked Questions – Background Checks

- [General Questions and Answers](#)
- [PDE and DPW Reports: Differences and Acceptability](#)
- [Frequently Asked Questions for Student Teachers](#)
- [Frequently Asked Questions for PIAA Officials](#) (PDF)

Guidance and Law Regarding Criminal Background Checks

- [Act 34 Background Check Information](#)
- [Act 151 \(Child Abuse\) Background Check Information](#)
- [Act 114 of 2006, 24 PS 1-111, Law for Federal \(FBI\) Background Checks](#)

Nurse Aides

- [Online Review – FBI Reports for Eligibility into a Nurse Aide Training Program](#) (PDF file – [link for free Adobe Reader](#))

PIAA Sports Officials Background Check Requirements (link to [webpage](#))

- **PDE Instructions for Schools (PDF)**
- **PIAA Memorandum to Sports Officials 7/1/2009 (PDF)**
- **Frequently Asked Questions for PIAA Officials (PDF)**
- **Background Check Presentation for PIAA Sports Officials (PDF)**
- **Provisional Contracting Statement Sample (Word and PDF)**
- **Background Checks for PIAA Sports Officials Webinars (Illuminate Webinar)**
 - **Listing of available Webinars**
 - **Instructions for Webinar Recordings (PDF)**

For additional information, please contact:

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