



## 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 with the Colonial Intermediate Unit 20. To consider you as an active candidate for a position, the following information is required for your application file. To better assist you in the application process, please read this cover letter and other enclosed information.

**Please use this listing as your personal checklist in sending us your credentials.**

***You may begin the application process by submitting a completed application. However it is important to submit the remaining required credentials as soon as possible.***

- Application**  
Complete all pages and sections – do not write “See Resume” – it is important this information be written in the appropriate sections of the application. Be sure to sign and date all areas of the application where requested. To access a list of our vacancies visit our website [www.ciu20.org](http://www.ciu20.org) and click on Employment Opportunities.
- Substitute Preference Form** – please complete if you are interested in working as a daily substitute.
- Resume**
- Two (2) Signed Letters of Reference**
- Copy of your Pennsylvania Teaching Certificate or License** (*if applicable*)  
Please send a copy for our files. Certifications and licenses must be in your current name.
- OFFICIAL Transcripts from all Colleges/Universities Attended**
- \*PA Criminal History Record** (*Please refer to information contained in this packet*)
- \*PA Child Abuse Clearance** (*Please refer to information contained in this packet*)
- \*FBI Federal Criminal History Record** (*Please refer to information contained in this packet*)

\*Send copies of these clearances for our files. All clearances must be current at the date of hire. Results are good for one year from date on clearance.



### Process

As openings occur, your application packet will be screened and reviewed by the program administrator. If you are selected for an interview, you will be contacted by the administrator regarding an interview date and time.

If you are recommended as a finalist for a position, you will need to have all credentials (including School Personnel Health Record) submitted in order to be recommended to the Colonial Intermediate Unit 20 Board of Directors for hire. This will include completing an Employment Eligibility Verification Form I-9 and showing originals of documents you wish to submit to establish employment identity and work authorization. This will be handled through the Recruitment Office.

**CONTINUED ON THE REVERSE**

☐ **School Personnel Health Form – READ THE FOLLOWING INFORMATION.**

This form is not required for you to be an active candidate. Please **DO NOT** have the form completed unless you are directed by a recommending administrator or the Human Resources Office.

If you are recommended 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. The physical and TB are at your own expense. If the physical is performed by a Physician’s Assistant or Nurse Practitioner, the Physician must also sign; the TB test may be done by a physician or licensed health care provider.

**All areas of the physical and TB test must be completed, signed, and properly dated.** Physical and TB results within the last three months of receipt will be accepted if they are recorded on the School Personnel Health Record. Dates of results longer than three months of our receipt will not be accepted.

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

Sincerely,  
RECRUITMENT OFFICE  
COLONIAL INTERMEDIATE UNIT 20

Enclosures

**(7/09 – T)**



## EDUCATIONAL BACKGROUND

|                    | SCHOOL OR INSTITUTION AND LOCATION | MAJOR/<br>MINOR | DIPLOMAS,<br>DEGREES OR<br>CREDITS EARNED | GRADE POINT<br>AVERAGE<br>(GPA) |
|--------------------|------------------------------------|-----------------|---|---------------------------------|
| HIGH SCHOOL        |                                    |                 |   |                                 |
| COLLEGE/UNIVERSITY |                                    |                 |   |                                 |
| COLLEGE/UNIVERSITY |                                    |                 |   |                                 |
| GRADUATE STUDY     |                                    |                 |   |                                 |
| GRADUATE STUDY     |                                    |                 |   |                                 |

## EXPERIENCE

(PRESENT OR MOST RECENT FIRST)

| Dates                       |  | Name of Employer and Address |  | Your Title           |
|-----------------------------|--|------------------------------|--|----------------------|
| From                        |  |                              |  |                      |
|                             |  |                              |  |                      |
| To                          |  |                              |  |                      |
|                             |  | (Area Code) Telephone:       |  |                      |
|                             |  | Work Performed:              |  | Reason for Leaving:  |
|                             |  |                              |  |                      |
| Name & Title of Supervisor: |  |                              |  | Final Yearly Salary: |
|                             |  |                              |  |                      |
| Dates                       |  | Name of Employer and Address |  | Your Title           |
| From                        |  |                              |  |                      |
|                             |  |                              |  |                      |
| To                          |  |                              |  |                      |
|                             |  | (Area Code) Telephone:       |  |                      |
|                             |  | Work Performed:              |  | Reason for Leaving:  |
|                             |  |                              |  |                      |
| Name & Title of Supervisor: |  |                              |  | Final Yearly Salary: |
|                             |  |                              |  |                      |
| Dates                       |  | Name of Employer and Address |  | Your Title           |
| From                        |  |                              |  |                      |
|                             |  |                              |  |                      |
| To                          |  |                              |  |                      |
|                             |  | (Area Code) Telephone:       |  |                      |
|                             |  | Work Performed:              |  | Reason for Leaving:  |
|                             |  |                              |  |                      |
| Name & Title of Supervisor: |  |                              |  | Final Yearly Salary: |
|                             |  |                              |  |                      |

Please list activities that you are qualified to supervise or coach:

If you have not been previously employed in a teaching position, please complete the following:

### STUDENT OR PRACTICE TEACHING

| GRADE OR SUBJECT TAUGHT | NAME AND ADDRESS OF SCHOOL | 1. COLLEGE SUPERVISOR<br>2. COOPERATING TEACHER |
|-------------------------|----------------------------|---|
|                         |                            | 1.  |
|                         |                            |   |
|                         |                            | 2.  |
|                         |                            | 1.  |
|                         |                            |   |
|                         |                            | 2.  |

**Student Teaching References:**

Please attach photocopies of letters of reference and/or evaluations from college/university student teacher supervisor and cooperating teacher(s).

### REFERENCES

References should include superintendents, principals or professors who have first-hand knowledge of your professional competence and your personal qualifications. Experienced teachers should include the superintendent and principal of the two most recent schools in which employed. If any person(s) listed should not be contacted for reference at the present time, indicate in the left-hand margin the date contact(s) may be made.

| NAME | POSITION | ADDRESS | TELEPHONE |
|------|----------|---------|-----------|
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |
|      |          |         |           |

### OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experiences (including U.S. military service) and/or state any additional information you feel may be helpful in considering your application, i.e. honors, awards, activities, technology skills or professional development activities:

## 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 or 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 disciplined 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 the sheet, and include your social security number.**

**ACT 34 COMPLIANCE (Background Check of Prospective Employees)**

Each applicant must submit with the employment application a State and Federal criminal history report or a copy of the completed form/request.

\*\*\*\*\*

**ACT 151 (PA Child Abuse History Clearance)**

Each candidate must submit with his/her employment application a copy of an official clearance statement obtained from the Pennsylvania Department of Public Welfare or a statement from the Department of Public Welfare that no record exists. The clearance statement must be no more than one (1) year old. The applicant MUST submit the ORIGINAL report prior to employment.

\*\*\*\*\*

**ESSAY**

Please write an essay as described on page six. For your convenience, you may attach a sheet; however, your essay may not exceed one page. At the bottom of the attachment, please print and sign your name.

\*\*\*\*\*

**CERTIFICATION AND RELEASE AUTHORIZATION**

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I further certify that I am the sole author of the essay. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy, (2) withdrawing of any offer of employment, or (3) terminating my employment.

I hereby authorize any and all of my previous employers and/or supervisors to release any and all of my personnel records, and to respond fully and completely to all questions that officials of \_\_\_\_\_ (school district) may ask regarding my prior work history and performance. I will hold such previous employers and/or supervisors harmless of any and all claims that I might otherwise have against them with regard to statements made to this school district. I further authorize these officials to investigate my background, now or in the future, to verify the information provided and release from liability all persons and/or entities supplying information regarding my background. However, I do not authorize the production of medical records or other information, which would tend to actually identify a disability nor do I authorize inquiries which would include information related to any medical condition or medical history. Further, I do not waive any rights which I may have under state or federal law related to my right to challenge the disclosure of unlawful or inaccurate information, whether by the school district or by entities or persons providing such information to the school district, including any and all claims concerning allegations of employment discrimination because of race, color, sex, religion, national origin, ancestry, age or disability.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Signature of Candidate (in ink)**

**[Must be original]**

*Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.*

## ESSAY

We are interested in your ability to organize and express thoughts on a specific topic in a succinct manner. Please select one of the following topics and write an essay in the space provided on this page.

1. The Most Important Qualities of an Outstanding Educator.
2. My Philosophy of Student Discipline.
3. The Importance of Continuing Professional Development and How I Plan to Incorporate It Throughout My Career.
4. Essential Elements of Instruction, Administration or Area of Certification.
5. How Information Technology (i.e., computers, Internet) Can Be Integrated into the Instructional Process and Curriculum.

**Signature** \_\_\_\_\_ **Name** \_\_\_\_\_

Note to applicants: This application can be downloaded from the Department of Education's home page which is accessible at: <http://www.state.pa.us>.

This application was developed, in accordance with Section 1204.1 of Act 107 of 1996, by the Pennsylvania Department of Education in consultation with organizations representing school administrators, including personnel administrators, teachers and school boards. Questions should be referred to PDE School Services Unit at Voice Telephone (717) 787-4860, Text Telephone TTY (717) 783-8445 or FAX (717) 783-6802. If you need accommodation in completing this application, including alternate format, please contact the school district.

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**SUBSTITUTE PREFERENCE QUESTIONNAIRE**

Name \_\_\_\_\_

1. Please indicate the school districts in which you are willing and available to substitute:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Bangor           | <input type="checkbox"/> Pen Argyl       | <input type="checkbox"/> Bethlehem Vo-Tech                                 |
| <input type="checkbox"/> Bethlehem        | <input type="checkbox"/> Pleasant Valley | <input type="checkbox"/> Colonial Academy (Wind Gap)                       |
| <input type="checkbox"/> Delaware Valley  | <input type="checkbox"/> Pocono Mountain | <input type="checkbox"/> Detention Center (Easton)                         |
| <input type="checkbox"/> East Stroudsburg | <input type="checkbox"/> Saucon Valley   | <input type="checkbox"/> Monroe County Correctional Facility (Stroudsburg) |
| <input type="checkbox"/> Easton           | <input type="checkbox"/> Stroudsburg     | <input type="checkbox"/> Mullen Hall – E.I. (Bethlehem)                    |
| <input type="checkbox"/> Nazareth         | <input type="checkbox"/> Wilson          | <input type="checkbox"/> WINGS for Life (Northampton)                      |
| <input type="checkbox"/> Northampton      | <input type="checkbox"/> CIT             |  |

2. Please indicate the programs you are willing and available to substitute in:

- Adapted Physical Education
- Alternative Education
- Autistic Support
- Deaf or Hearing Impaired Support
- Early Intervention
- Emotional Support
- Learning Support
- Life Skills Support
- Multidisabilities Support
- Nonpublic School Services
- Partial Hospitalization
- Physical Support

3. Please indicate days of the week you will be available for substituting:

\_\_\_\_\_

4. Are you currently serving as a substitute in other school districts? If so, where?

\_\_\_\_\_

5. Is your availability restricted by limitations? If so, please list:

\_\_\_\_\_

Please go to [http://www.portal.state.pa.us/portal/server.pt/community/background\\_checks\\_%28act\\_114%29/7493](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:**

**Denise Wolfgang | Administrative Assistant**

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