

**WILLIAMSPORT AREA SCHOOL DISTRICT
2780 WEST FOURTH STREET, WILLIAMSPORT, PA 17701
(570) 327-5500, ext. 40200**

TO: NEW TEACHER CANDIDATES
FROM: HUMAN RESOURCES DEPARTMENT
SUBJECT: NEW HIRE PACKET FOR PROFESSIONAL STAFF
DATE: _____

Please visit the Human Resources Department (address above) between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, to obtain and submit the following completed forms. Please note: before you can begin working all of your paperwork must be returned complete and your hire as a new employee must be submitted for School Board approval.

Obtaining clearances, a physical exam and TB test should be a priority if you do not currently have all three clearances and evidence of the mandatory medical tests dated within the past twelve months of your hire date.

_____ **PENNSYLVANIA TEACHING CERTIFICATE** – You must show proof of certification. (A letter from the University indicating that you have met the requirements to obtain PDE certification is acceptable until certification is issued.

_____ **CRIMINAL RECORD CHECK BACKGROUND CHECK** – Please provide a printout of your current Act 34 form.

_____ **CHILD ABUSE HISTORY BACKGROUND CHECK** – Please provide a copy of your Act 151 form.

_____ **FBI BACKGROUND CHECK**– After completing the application and fingerprint requirements please provide the registration ID# to allow us to access the report.

_____ **ACT 126 MANDATED REPORTER TRAINING** (Child Abuse Recognition & Reporting) – Provide copy of this Certification dated within five years, or be required to obtain within 30 days of hire.

_____ **SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE (ACT 168)** – This form must be provided for your current employer and a separate form is required for each past PAID employment where the position involved contact with children. Complete the first page and sign and date page 2 of each form, and then return the form to us. We will forward the Act 168 to your former employers so accurate contact information is necessary.

_____ **ACT 24 ARREST/CONVICTION RECORD** – Please complete and return the PDE 6004, Act 24 Arrest Record form.

_____ **I-9 FORM (PROOF OF U.S. CITIZENSHIP)** – You must complete this document and show two forms of identification. Please BRING IN YOUR DRIVER'S LICENSE and SOCIAL SECURITY CARD.

_____ **MEDICAL EXAMINATION** – You will need to provide a pre-employment medical history form from a physician of your choice. If you have had a physical within the last year, BRING A COPY WITH YOU.

_____ **TUBERCULIN TEST** – If you have not had a "tine" test within the past year, you need to obtain one. If you've had a recent tuberculin test, please BRING PROOF WITH YOU.

_____ **EMPLOYMENT NOTIFICATION AND ACKNOWLEDGEMENT** – Please review this form regarding worker's compensation and return it to our office. The copy containing the Panel of Physicians list is for your information.

_____ **BOARD POLICY NOTIFICATION AND ACKNOWLEDGEMENT (Green Form)** – Please sign and return the Board Policy Notification & Acknowledgement form. It is important that you read and understand your rights and responsibilities as explained in these documents. Return green page and keep white copies for your reference.

PAYROLL FORMS:

_____ **W-4 FEDERAL TAX WITHHOLDING FORM** -- Please note that you are responsible for submitting a new W-4 form if any lifestyle changes occur resulting in increased or decreased tax obligation.

_____ **PAYROLL OFFICE FORM for PSERS** – Indicate past contributions to PSERS retirement fund

_____ **DIRECT DEPOSIT** – It is mandatory that all new substitutes complete direct deposit information. Please attach a voided check or deposit slip.

_____ **OCCUPATION PRIVILEGE (EMST/OPT) TAX** – In order to assess your occupation tax for the current year, please bring a copy of a RECENT PAYSTUB from your current or last employer with you. Otherwise, we will be obligated to deduct the full yearly assessment from your pay.