Applicant
Do Not Write

HANOVER AREA SCHOOL DISTRICT

In This Box				T 400 A 4 CES	
Emplo	yment	APPLICATION FOR	NON-PROFESSIONAL EMPLOYM	MENT	,
Refere	nces		CUSTODIAN		
Date Rec'd. Position for which applying			CLEANER		
Position for wi	non app	pryring	FOOD SERVICE WORKER		
			OFFICE WORKER		
·-		-	TATT MONITOOD		
			AIDE		
			OTHER:		
			GROUNDSKEEPER PERSONAL CARE ASSISTAN		
Substitute			COMPLIANCE OFFICER		
			·		
Mrs.					
Present Addres	SS	and the state of t			
Telephone Nun	nber		Social Security Number_		
Number of day	rs absei	nt from work during la	st three (3) years		
Any sight, hea	ring, or	physical defects			
Condition of h	ealth di	uring last three (3) yea	urs		
Have you ever	receive	d compensation for in	juries?		
U.S. Citizen		and the second s	Military Service		
IN CACE OF F	MEDGE	ENCY, NOTIFY:			
IN CASE OF E	MENGE	enor, nom r.			
		4.00			
Date Available					
Acceptable Sa	lary				
II. Education:					1
		Name of School	Address	No. of years attended	Date Graduated
Elementary					
High School					
Other					

	ployment first		From	То	Reason for		Salary
mployer's Name an	Position	mo./yr.	mo./yr.	leaving	Part time	Salary	
						·	
]
'. Reference:							
st at least three (3). Do not includ	e relatives or p	orevious e	mployers,	present		
anover Area Admin	istrators or Boar	d Members.					
Name	Complete	Address	ddress			ition	
			•				
st any friends or r	elatives working	for us.			•		
. Special Qualificat	ions and Experie	ences:					
	•					trick and an	nort tha
I do hereby make the facts set for	h in this application false statement	ation and sunt	nlemental	nara are	true and cor	libiere i au	ucistani
that if employed, sufficient cause f	or dismissal.						

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APPLICANTS ARE TO REFRAIN FROM CONTACTING PRESENT BOARD MEMBERS OF THE HANOVER AREA SCHOOL DISTRICT.

HANOVER AREA SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

(Revised 1/87)

IMPORTANT MEMO TO NEW EMPLOYEES

According to new state laws, we are required to keep track of all new employees hired after JULY 1, 1994, who have never worked for a Public School District, Area Vocational-Technical School or Intermediate Unit prior to the above date.

	YES I HAVE WORKED IN A PUBLIC SCHOOL, VO-TECH, OR I.U. WITHIN THE STATE PRIOR TO JULY 1, 1994.
	NO, I HAVE NOT BEEN EMPLOYED IN A PUBLIC SCHOOL, VO-TECH, OR I.U. WITHIN THE STATE PRIOR TO JULY 1, 1994.
PRINT	NAME DATE

Subject: Fingerprint Federal Criminal History Records - Update

Date: Friday, December 1, 2006 9:55 AM **From:** Troxel, John M <jtroxel@state.pa.us>

To: <all-lea@lists.cas.psu.edu>

PENN*LINK

UPDATE - FBI Federal Criminal History Records of Prospective Employees December 1, 2006

Act 114, Section 111 of the Public School Code was amended effective April 1, 2007. All prospective employees of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees who have direct contact with children, must provide to their employer a copy of their Pennsylvania State Criminal History Background Check and their Federal Criminal History Record that cannot be more than one year old. This only applies to employees hired on or after April 1, 2007. Employees hired prior to April 1, 2007, are only required to provide this document if they have lived outside of the state for at least two years immediately preceding their application for employment.

The Pennsylvania Department of Education (PDE) is currently updating the procedure for prospective employees to obtain their Federal Criminal History Record and will move to electronic submission of fingerprints to the FBI.

Implementation Timeline

PDE will contract with a competent supplier to establish a combination of fixed and mobile sites to provide adequate services across the Commonwealth. A Request For Proposal (RFP) will be issued by the first week of December 2006. A supplier will be chosen during the month of January 2007. The Commonwealth-wide process will be in place during the month of March 2007. The process and site locations will be communicated during the month of March 2007.

The Process

As proposed, the new process will have each applicant schedule an appointment with the supplier, go to a designated site, pay a fee, and have their digital fingerprints and background information taken. This information will be electronically transmitted to the Pennsylvania State Police, who will in turn submit to the FBI as required by federal statute. PDE will receive the Federal Criminal History Record from the FBI and forward the report to the applicant in a manner similar to that currently in place for out of state applicants requiring a copy of their Federal Criminal History Record. The applicant will then provide the FBI Federal Criminal History Record to their prospective employer. The cost to the applicant and the process timeline from appointment to receipt of report will be established after a supplier is chosen. This information will be provided in a communication in March 2007.

Additional information or questions about this process may be obtained by emailing John Troxel, Deputy Secretary for Administration, at jtroxel@state.pa.us.

John M. Troxel, MBA, C.P.M.
Deputy Secretary and Chief Financial Officer
Office of Administration
Pennsylvania Department of Education

333 Market Street - 10th Floor Harrisburg, PA 17126-0333 717-772-4789 (Phone) 717-787-7222 (Fax) jtroxel@state.pa.us

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. **DO NOT SEND CASH OR PERSONAL CHECK.**

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

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SECTION I	APPLIC	ANT IDENTIFICAT	ION			2000年			
IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)									
NAME				SOCIAL SECURITY NUMBER					
STREET			405	DATE OF BIRTH	La vanta attaua va				
CITY, STATE			AGE	DATE OF BIRTH	DAYTIME PHONE NO				
ZIP CODE	SEX COUNTY YOU LIVE IN								
	PREVIOUS NAMES USED SINCE 197	75 (Include Maide	n Name, Nicki	names, Aliases)					
1. (FIRST, MIDDLE, LAST)	2. (FIRST, MIDDLE, LAS	ST)	3	. (FIRST, MIDDLE, LAST)					
	PURPOSE OF CLEAR	ANCE (Check ON	E block ONLY						
☐ CHILD CARE	☐ VOLUNTEERS - A copy of your PROCESS	ED "Request for	☐ CWEP (Co	mmunity Work Experier	nce Program Partic	cipant)			
☐ FOSTER CARE	Criminal Record" (Form SP4-164) must be at								
☐ ADOPTION	state residents must also attach a copy of their PROCESSED				ONE NO				
LI SCHOOL	SCHOOL FBI clearance (Form FD-258). SIGNATURE OF CAO REP CAO PHONE NO.								
	PREVIOUS ADDRESSES SINCE	1975 (Attach addit	ional pages if	necessary)					
1.									
2.	· · · · · · · · · · · · · · · · · · ·	· ·							
3.									
4.	HOUSEHOLD MEMBERS (I let everyone who	. Here decidely account	41	40754 (1. (1)	•				
	HOUSEHOLD MEMBERS (List everyone who	l lived with you a	any time sind	e 1975 to the present)		1			
NAME (Fi	rst, Middle, Last) Do not use initials.		RELATI	ONSHIP	PRESENT AGE	SEX			
1.									
2.	<u>.</u>								
3.				÷					
4.									
5.									
6.				-					
I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).									
Administrators are required	o show the Administrator the original document. If to keep a copy of this child abuse history record on e contents of this document may be subject to civil,								
criminal or administrative a	APF	PLICANT'S SIGNAT		DATE					

DO NOT WRITE IN THIS SECTION - CHILDLINE USE ONLY

SECTION II RESULTS OF HISTORY CHECK								
APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE.								
STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT					
1.		3.						
2.		4.						
,								
VERIFIER	DATE	VERIFIER'S SUPERVISOR	DATE					

PENNSYLVANIA STATE POLICE REQUEST FOR CRIMINAL RECORD C		L REPOSITO EAVE BLAN	ORY USE ONLY NK)	
PART I: TO BE COMPLETED BY REQUESTER (INFORMATION WILL BE MAILED TO REQUESTER ONLY)	ATE OF REQUEST			
*** TYPE OR PRINT LEGIBLY WITH INK * NOTE: IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURN REQUESTER. A RESPONSE MAY TAKE THREE WEEKS OR LONGER TO PROCESS.	URNED UNPROCESSED TO THE			
WARNING: A PERSON COMMITS A MISDEMEANOR OF THE THIRD DEGREE IF HE/SHE STATEMENT, WHICH HE/SHE DOES NOT BELIEVE TO BE TRUE.	E MAKES A WRITTEN FALSE			
REQUESTER NAME ADDRESS				
CITY STATE ZIP				
CONTACT TELEPHONE NUMBER (INCLUDING AREA CODI	E)			
REQUESTER IDENTIFICATION (ONLY CHECK ONE BLOCK)			A	
INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY – ENCLOSE A CERTIFIED CHECK/MONEY OF THE FEE IS NONREFUNDABLE.	ORDER IN THE AMOUNT OF \$10.00	PAYABLE TO: " <u>COMN</u>	IONWEALTH OF F	PENNSYLVANIA."
FEE EXEMPT NONCRIMINAL JUSTICE AGENCY *** DC	O NOT SEND CASH O	R PERSONAL	CHECK **	÷
NAME/SUBJECT OF RECORD CHECK (LAST)	(FIRST)		-{MIDDL	E)
MAIDEN' NAME AND/OR ALIASES SOCIAL SECURITY NUMBER (SC	DC) DATE OF BIRTH ((DOB)	SEX	RACE
REASON FOR REQUEST (CHECK ONE BLOCK)				
EMPLOYMENT (IF APPLICABLE, CHECK ONE OF THE FOLLOWING) ADOPTION/FOSTER CARE OTHER (SPECIFY)	ELDER CARE	CHILD CARE	so	HOOL DISTRICT
ONLY CHECK THIS BLOCK IF YOU WANT TO REVIEW YOUR ENTIRE CRIM INDIVIDUAL ACCESS AND REVIEW OR FIREARMS CHALLENGE-ENTIRE C (AVAILABLE ONLY TO SUBJECT OF RECORD CHECK OR LEGAL REPRES	RIMINAL HISTORY	IDAVIT OE LEGAL D	EDDEQENTATI	/E ATTACHED)
REQUESTER CHECKLIST	AFTER COMPLETION MAIL			VE ATTACHED)
DID YOU ENTER THE FULL NAME, DOB, AND SOC?		SYLVANIA STA		
DID YOU ENCLOSE THE \$10.00 FEE (CERTIFIED CHECK/MONEY ORDER)? *** DO NOT SEND CASH OR PERSONAL CHECK ***	TRAL REPOSITO 10 ELMERTON A RISBURG, PA 17	VENUE		
DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?	717-783-9973 RS 8:15 am - 4:15 pm (Monday – Friday)			
PART II: CENTRAL REPOSITORY RESPONSE ONLY		T WRITE BEL	engiae doublin estalgita a les in	INE***
INFORMATION DISSEMINATED	INQUIRY DISSEMINATED B	Y SID NU	JMBER	
NO RECORD CRIMINAL RECORD ATTACHED THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED ON THE	CERTIFIED BY			
FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER. NAME SOCIAL SECURITY NUMBER				
DATE OF BIRTH RACE				
MAIDEN/ALIAS NAME This response is based on a comparison of data provided by the re-		OR, CENTRAL RE		d in the files
of the Pennsylvania State Police Central Repository only, and does contained in the repositories of other local, state, or federal crimina	not preclude the exist	ence of criminal	records wh	ich might be