

Baldwin-Whitehall School District - Employee Job Application Checklist

NAME	
POSITION	
PPID	

COMPLETE	N/A	REQUIRED DOCUMENTATION
		Application (BWSD/PA Standard)
		Nepotism Policy
		Act 168 – Pass the Trash (effective 12.22.204) <input type="checkbox"/> Forms Issued to Previous/Current Employer(s) <input type="checkbox"/> All Forms Received
		On-Boarding Checklist <input type="checkbox"/> Issued <input type="checkbox"/> Completed
		Resume (Sub Professional/Para)
		CPR/AED/First Aide Certification
		College Transcripts – Original (Sub Professional/Para)
		PRAXIS Scores – Original
		Certificate – Original/ TIMS Certification Verification
		Emergency Certification
		References/Recommendations (2)
		Interview Rating Form(s)
		Act 151 – Child Abuse History Clearance (effective 7.1.1996)
		Act 34 – Criminal History Record (effective 1.1.1986)
		Act 114 – FBI Fingerprint (effective 4.1.2007)
		Act 24 – Arrest/Conviction (effective 9.28.2011) – also included in Payroll Packet
		Act 126 – Child Abuse Recognition and Reporting (effective 2.18.2014)
		Physical and TB Test

	Cleared for work and building notified	
	_____	_____
	(HR Representative)	(Date)