

New Staff Paperwork

Please submit proof of qualification for position prior to hiring:

- HS Diploma/GED
- 2 Written Letters of Recommendation with contact information attached
- College diploma/transcripts (GS Documentation)
- Documented Childcare Experience, varied based on position (AGS- 2500 hours)

Please submit prior to orientation:

Picture/copy-

- Photo Identification
- Social Security Card

Print, Complete and Return-

- Staff Health Assessment + TB test results (<1 year old)

Complete Digitally-

- Policies and Procedures
- Job Description
- Employee Expectations
- Abuse Policy
- Emergency Management Policy
- PA W-4 Form
- Local Tax Form
- Payroll Information
- Staff Emergency Contact

Submitted for Approval-

Criminal Record Clearance-

Go to <http://epatch.state.pa.us>
Submit a new record for individual
Be sure to complete for Employment
Certificate should be printed/saved

Child Abuse Clearance-

Go to www.compass.state.pa.us/CWIS
create and account or login and follow steps.
Be sure to complete for Employment
Certificate should be printed/saved

FBI Clearance-

Register at <https://uenroll.identogo.com/>
Enter code: 1KG738 (Pennsylvania DHS- Childcare Services)
Click on 'Schedule/Manage Appointment' and follow directions.
Complete at Identogo location
Certificate will be mailed to employee

National Sex Offender Registry-

Go to: <http://www.keepkidssafe.pa.gov/natsexoffreg/index.htm>
Print and complete application and submit through mail or email
Department of Human Services PO Box 8170 Harrisburg, PA 17105
RA-PWNSOR@pa.gov

Please apply for clearances immediately, schedule fingerprinting and return completed clearances as soon as possible. Approved clearances are required to maintain employment.

Signed prior to first day:

Disclosure Statement