

1. TEACHER APPLICATION PACKET INSTRUCTIONS:

Please include in this order:

- Cover letter - *(should state which position(s) in which you are interested)*
- Resume
- Standard Pennsylvania Teaching Application - *(typed preferred) - (see PDE link below)*
- Transcripts - *(unofficial copies acceptable)*
- References – *(may include names, reference letters, observations, etc.)*
- Praxis results - *(unofficial copies acceptable)*
- Copy** of your Pennsylvania Teaching Certificate - *(front & back) - (out-of-state not accepted)*
- Copy** of your PA Criminal History Clearance (Act 34)
- Copy** of your Child Abuse History Clearance (Act 151)
- Registration I.D. #** of FBI Fingerprint Criminal History (Act 114)

- Mail to (or deliver to the receptionist for): **Mr. Erik Kincade, Superintendent
Central Administration Office
7466 McCray Road
Fairview, PA 16415**

Important Notes:

- ❖ **Clearances do NOT need to be current at this time.** Only final candidates will be asked to obtain new criminal reports.
- ❖ **Due to the large number of applications we are receiving, we ask that you do not call the district to check the status of the position(s) for which you are applying.** You will receive an e-mail letting you know that your application packet has been received.
- ❖ **Applications are kept on file for one (1) year.** If you have previously submitted an application within the past year, you will **not** need to resubmit an entire packet. You may add any updated information by sending new material with a cover letter. It will be added to your current packet.
- ❖ **Please send only one (1) application packet to the superintendent.** No other copies (to principals) are required.

Thank you for your understanding and your interest in our district!

2. SUBSTITUTE TEACHER (& SUB NURSE) INSTRUCTIONS:

The Fairview School District is accepting applications for teacher substitutes in all concentrations and school nurse substitutes. Payment is \$80 per day. Additionally, to the payment of \$80 per day, substitutes would receive a bonus of \$250 at 25 days, \$275 at 50 days, \$300 at 75 days, \$325 at 100 days, and \$350 at 125 days.

WE WILL NEED TO SEE YOU IN PERSON. In addition to the Application Packet requirements above, please bring the following with you to the **Central Administration Building**, 7466 McCray Road (off of Rt. 98), located between the elementary school and the high school any time between the hours of 8 a.m. and 3:30 p.m. For any further information, please call Julia at 814-474-2600, ext.0.

- Teacher Application Packet (as described above)
- We must witness your **original** Pennsylvania Teaching Certificate (please notify us if it is in "in-active" status.)
- We must witness your **original** PA Criminal History Clearance (Act 34), obtained within the last year
- We must witness your **original** Child Abuse History Clearance (Act 151), obtained within the last year
- Registration I.D. #** for the FBI Fingerprint Criminal History (Act 114), obtained within the last year
- We must witness your **original** Social Security Card (a passport or birth certificate may be used in lieu of SS Card.)
- We must witness your Driver's License
- We will ask you to complete a W-4 Employee Withholding Tax Form
- We will take a snapshot of you to keep on file as a Staff Photograph & Name Badge