

Fairview High School
7460 McCray Road
Ext. 9-3101

Fairview Middle School
4967 Avonia Road
Ext. 9-4124

FAIRVIEW SCHOOL DISTRICT

7460 McCray Road • Fairview, PA 16415
Office: 814-474-2600 Ext. 9-6272 • Fax: 814-474-5497
Website: www.fairviewschools.org

Fairview Elementary School
5145 Avonia Road
Ext. 9-5232

Transportation
4791 Avonia Road
Ext. 9-2291

Dear Applicant:

Thank you for your interest in employment with the Fairview School District. To be considered, please bring the following documents **in person** to the **Central Administration Building** located between the elementary and high school between the hours of 8:00 a.m. and 3:30 p.m.

Applications are kept on file for one (1) year. Clearances are valid for one (1) year.

- 1. **Fairview School District Application Form** (can be obtained from our website or the Admin. Office).
- 2. **The original of your current PA Criminal History Clearance (Act 34)** - obtained within the last year. (This application form is available from our website or the Admin. Office. Send through the U.S. mail along with a \$10 money order; **OR** for an instant report using a credit card, go on-line at <https://epatch.state.pa.us>. The fee for acquiring this clearance is \$10 paid by the applicant.) A copy will be made for our files.
- 3. **The original of your current Child Abuse Clearance (Act 151)** - obtained within the last year. (This application form is available from our website or from our office and **must** go through the U.S. mail along with a \$10 money order. The fee for acquiring this clearance is \$10 paid by applicant. **(VOLUNTEERS: must first get the results of the Act 34 Clearance to send along with this clearance application!)** A copy will be made for our files.
- 4. **The FBI Federal Criminal History Clearance (fingerprint Act 114)** - approved within the last year. (There is no "form" to complete - instead you must "pre-register by logging onto www.pa.cogentid.com or calling toll free 1-888-439-2486. The fee for acquiring this clearance is \$36 paid by applicant. You will need to give your Registration Number to me to be able to go on-line and retrieve original results.) Original will be kept in our files.

(More detailed instructions for obtaining clearances can be obtained on our website listed above.)

IF YOU ARE INTERESTED IN BEING ON A SUBSTITUTE LIST, we will also need:

- 5. Your **Driver's License**
- 6. Your **original Social Security Card**
- 7. **W-4 Employee Withholding Tax Form** (We will provide you with this form.)
- 8. **Staff Photograph** (snapshot taken at the Administration Office)

A Birth Certificate or a Passport can be accepted in place of #5 & #6

VOLUNTEERS NEED TO PROVIDE AN APPLICATION AND ALL (3) CLEARANCES

If you have any questions at all, please do not hesitate to call me at **814-474-2600 ext. 0**.
I look forward to meeting you.

Sincerely,



Julia Pellegrino
Central Administration Office Secretary

The Fairview School District does not discriminate on the basis of race, color, national or ethnic origin, sex or handicap in the administration of any of its educational programs and activities in accordance with applicable federal statutes and regulations. Inquiries should be directed to Erik Kincade, Title IX coordinator, 814-474-2600.

An Equal Opportunities Employer