

FAIRVIEW HIGH SCHOOL
7460 McCray Road
ext. 9-3101

FAIRVIEW MIDDLE SCHOOL
4967 Avonia Road
ext. 9-4124

FAIRVIEW SCHOOL DISTRICT

7466 McCray Road • Fairview, PA 16415
814-474-2600 • (Fax) 814-474-5497

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 Administration 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)** - Obtained 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 is \$33 paid by applicant. **You will need to give your Registration Number to me.** I will then go on-line to retrieve an "official" result. **Original will be kept in our files.**

(More detailed instructions for obtaining clearances can be obtained on our website under "Employment Tab.")

COACHES & VOLUNTEERS: If you are asked to **DRIVE** students, we'll need driving record background.

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

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

- 5. Your **Driver's License** (or I.D. Card, Voter Registration Card, School Record)
- 6. Your **original Social Security Card** (or Birth Certificate)
- 7. **W-4 Employee Withholding Tax Form** (We will provide you with this form.)
- 8. **Staff Photograph** (snapshot taken at the Administration Office)

A Passport can be accepted in place of #5 & #6

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