

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](http://www.fairviewschools.org)

Fairview Elementary School  
5145 Avonia Road  
Ext. 9-5232

Transportation  
4791 Avonia Road  
Ext. 9-2291

Dear Teacher Applicant:

Thank you for your interest in applying for a teaching position **and/or** being placed on our substitute teacher list.

**IF YOU ARE INTERESTED IN A TEACHING POSITION:** Please return your application packet to the attention of **Mr. Erik Kincade, Superintendent, Central Administration Office, 7466 McCray Road, Fairview, PA 16415.** Applications are kept on file for one (1) year. Please include the following:

- Standard Pennsylvania Teaching Application (can be obtained from our website)
- Cover letter
- Resume
- Transcripts
- References
- Praxis results
- Copy** of your Teaching Certificate
- Copy** of your PA Criminal History Clearance (Act 34)
- Copy** of your Child Abuse History Clearance (Act 151)
- Copy of/or Registration I.D. #** of FBI Federal Criminal History – Fingerprint - (Act 114)

**IF YOU ARE INTERESTED IN BEING PLACED ON OUR SUBSTITUTE LIST:** We will need to see you **in person**. In addition to the list above, please bring the following with you to the **Central Administration Building**, located between the elementary school and the high school off of Avonia Road (Route 98) in Fairview between the hours of 8 a.m. and 3:30 p.m.:

- Your **original** PA Teaching Certificate (please notify us if it is in "in-active" status.)
- Your **original** PA Criminal History Clearance (Act 34), obtained within the last year
- Your **original** Child Abuse History Clearance (Act 151), obtained within the last year
- Your **original of/or** your **Registration I.D. #** for the FBI Federal Criminal History – Fingerprint - (Act 114), obtained within the last year.
- Your **original** Social Security Card (a passport or birth certificate may be used in lieu of SS Card.)
- Your driver's license
- We will ask you to complete a W-4 Employee Withholding Tax Form
- Staff Photograph (snapshot taken at the Administration Office)

Again, thank you for your interest in Fairview School District.

Sincerely,



Julia Pellegrino  
Central Administration Office Secretary