

Columbia-Montour AVTS New Hire Application Packet Checklist

- Act 34 / PA State Police Criminal Record Check - <https://epatch.pa.gov/home>
- Act 151 / PA Child Abuse History Clearance – <https://www.compass.state.pa.us/cwis>
- Act 114 / FBI Federal Criminal History Clearance – <https://uenroll.identogo.com>

Enter your Service Code to get started and click “Go”

- a. If you are seeking **Paid Employment** with our school enter **Public School Service Code 1KG6XN**
- b. If you are enrolling as a **student in the Adult Education Nurse Aide Training Program** enter **Service Code 1KG6NX**

- Act 24/Act 82 (PDE 6004 Form) Arrest/Conviction Report and Certification Form

All Forms to be completed and submitted to the Directors Office with the following:

- Letter of Intent
- Appropriate Application Form (PA Standard Teaching / Coaching / Non-Instructional / Adult Ed)
- Current Resume
- Transcripts / Praxis Scores (if applicable)
- Three Letters of Reference
- Copy of Valid PA Teaching Certificate (if applicable)