

Dear Staff Applicant,

Thank you for your interest in working in the Catholic Schools of the Diocese of Scranton. Our schools have a rich tradition of faith-development and academic excellence, and we value your willingness to minister with us.

We invite you to submit your credentials. To be considered for a position, it must include all the following items:

1. Application for Position ([click here](#))
2. Code of Pastoral Conduct ([click here](#))
3. MANDATORY clearances:
 - a. *Child Abuse History Clearance*—Act 151—<https://www.compass.state.pa.us/CWIS/Public/Home>
 - b. *PA State Police Criminal History Check*—Act 34—<https://epatch.state.pa.us/>
 - c. *FBI Fingerprint Criminal Background Check*—Act 114—
<http://www.education.pa.gov/Documents/Teachers-Administrators/Background%20Checks/PA%20Service%20Code%20Form%20-%20Non-Public%20Schools.pdf>
 - d. *Arrest/Conviction Report And Certification Form (Under Act 24 Of 2011 And Act 82 Of 2012)*
<http://www.education.pa.gov/documents/teachers-administrators/background%20Checks/arrest%20or%20conviction%20form.pdf>
 - e. *Act 168 - Sexual Misconduct/Abuse Disclosure Release:*
All prospective staff members must complete Section #1, (on pages 2-3), and sign one copy. Prospective staff members must also include one copy for every previous employer where he/she had direct contact with children.
<http://www.education.pa.gov/Documents/Codes%20and%20Regulations/Basic%20Education%20Circul ars/Purdons%20Statutes/Act%20168%20-%20Attachment%20-%20Commonwealth%20of%20Pennsylvania%27s%20Sexual%20Misconduct-Abuse%20Disclosure%20Release.pdf>

Upon hire, staff member must:

1. Complete a *School Personnel Health Record*.
2. Complete *Virtus Training* or provide verification of prior completion.
3. Complete Act 126 - *Child Abuse Recognition and Reporting Training*, or provide verification of prior completion.
4. Complete payroll packet, including *Employment Eligibility Verification (I-9)*.

Completed packet may be submitted to the school to which you are applying. Applications will be kept on file for a period of two years.

With every good wish, I am,

Sincerely yours,



Monsignor David L. Tressler, M.Div., M.S., M.Ed.
Diocesan Secretary for Catholic Education/Superintendent of Schools