New Employee Documentation Checklist
You may use this checklist when completing the Clelian Heights application process.

- Application
- Copy of High School Diploma or GED equivalency
- Copy of all Degrees or Certifications Currently Held or Acquiring
- FBI Fingerprinting Clearance
- PA Criminal History Check
- PA Child Abuse
- Physical and TB Test
- CPR and First Aid Certification
- Mandated and Permissive Reporter Training Course
- Virtus Training Course
- Diocese of Greensburg Code of Pastoral Conduct
- Act 168 of 2014
- Act 24 of 2011
- Form I – 9
- Proof of Identification for Form I – 9
- Provisional Employment Statement (Act 114)

Submit the above documents to lgarner@clelianheights.org for School employment.
Submit the above documents to jyoder@clelianheights.org for ATF and Center employment.

Other requirements:
- Review Handbook and Submit Read Receipt
- Watch 3 Safety Videos: Workplace Harassment, Fire Safety, and Bloodborne Pathogens
- Allergy Ready Course and EpiPen Demonstration with the school nurse