

Name: _____ Anticipated Start Date: ____/____/____

Clelian Heights Employment Requirement Checklist

These items must be completed PRIOR to first day of employment

(you can find all of the necessary printable forms and links to obtain clearances by visiting:
<https://www.clelianheights.org/careers>)

Personnel Items

- Job Application
- Physical Form with TB Test
- Copy of Highschool Diploma/GED
- Copy of ALL Degrees/Certifications (*held or acquiring*)
- Copy of Driver's License (*front & back*)
- Diocese of Greensburg Code of Pastoral Conduct
- W-4
- Local Income Tax Residency Certification Form
- Local Services Tax Exemption Application
- Authorization for Electronic Transfer of Funds

Clearances/ Certifications

- FBI Clearance (*1KG6V5 - Pennsylvania PDE-Private Schools*)
- PA Criminal Background Check (*Employment*)
- PA Child Abuse (*Employment*)
- Mandated Reporter Training Course
- Virtus Training Course
- Act 168 Form(s)
- Act 24 Form
- CPR/First Aid Certifications
- Motor Vehicle Report (go to- <https://apps.pwp.pa.gov/idr>.)

These items will be completed on your first day of employment:

- Review Handbook and Sign Policy Agreement Form
- Anti-Discrimination and Harassment Form
- Equal Opportunity Employer Form
- Act 114 Form
- I-9 Form (*with at least 2 forms of ID or passport*)
- Fire Safety, Workplace Harassment, & Bloodborne Pathogens Safety Videos
- Photo Release Form
- Electronic Signature Form (*if applicable*)
- Emergency Contact Card

If you have any questions or need help completing these items, contact:

Lindsay Garner – Finance Director

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Email: lgarner@clelianheights.org

