

**Non-Professional Positions
Job Posting Requirements**

- Applicant must complete the attached application. If a candidate is applying for a Teacher's Aide position, the applicant must have an additional two (2) years of college or technical school education to be considered.
- Resume and Acts 24, 34, 114, and 151 clearances.

HAVE YOU EVER WORKED FOR
 ANY SCHOOL DISTRICT IN THE
 STATE OF PENNSYLVANIA?
 YES _____ NO _____

APPLICATIONS ARE KEPT
 THRU 7/1 OF EACH SCHOOL
 YEAR. NEW APPLICATIONS
 TAKEN AFTER 7/1 FOR NEXT
 SCHOOL YEAR.

FRAZIER SCHOOL DISTRICT
 142 Constitution Street
 Perryopolis, PA 15473-1390

APPLICATION FOR NON-PROFESSIONAL POSITION

Please complete each item as accurately as possible.
 The Frazier School District is an Equal Opportunity Employer.
 Age, sex, religion, race, ethnic or national origin or handicaps are
 not considered in the employment of personnel.

P	Last Name	First Name	Middle Name	Date Applied
	Street Address			Home Phone ()
B	City	State	Zip Code	Business Phone ()
	Position Desired			Social Security No.
O	Are You Currently Employed?		Where?	U.S. Citizen?
	Condition of Health	Date of Last Physical Exam		
A	Special Skills (Typing, mechanical skills, etc.)			

E D U C A T I O N	Name and Location of School		Years Attended	Major Field of Study	Degree or Diploma
	College				
	College				
	High School				
	Elementary School				
	Other				
	Other				

Membership in Professional or Civic Organizations

PLEASE DISREGARD IF INCLUDED IN YOUR RESUME

EMPLOYMENT HISTORY	List employers in chronological order, beginning with most recent employer. Please be accurate and provide complete information.
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1	Employer's Name	Telephone ()
	Address	Employed From _____ to _____
	Name of Immediate Supervisor	Salary or Hourly Rate
	Job Title -- Type of Work	Reason for Leaving

2	Employer's Name	Telephone ()
	Address	Employed From _____ to _____
	Name of Immediate Supervisor	Salary or Hourly Rate
	Job Title -- Type of Work	Reason for Leaving

3	Employer's Name	Telephone ()
	Address	Employed From _____ to _____
	Name of Immediate Supervisor	Salary or Hourly Rate
	Job Title -- Type of Work	Reason for Leaving

4	Employer's Name	Telephone ()
	Address	Employed From _____ to _____
	Name of Immediate Supervisor	Salary or Hourly Rate
	Job Title -- Type of Work	Reason for Leaving

REFERENCES	School officials reserve the right to contact any or all references you list below. Additionally, other individuals may be contacted at the discretion of school officials.
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1	Person's Name	Address	Telephone Number ()
	Occupation	How Long Has This Person Known You?	
	Relationship:		

2	Person's Name	Address	Telephone Number ()
	Occupation	How Long Has This Person Known You?	
	Relationship:		

3	Person's Name	Address	Telephone Number ()
	Occupation	How Long Has This Person Known You?	
	Relationship:		

4	Person's Name	Address	Telephone Number ()
	Occupation	How Long Has This Person Known You?	
	Relationship:		

COMPLIANCE WITH ACT 34 and ACT 151	
I hereby agree to furnish school officials, on request, an <u>original</u> copy of a State Police or FBI criminal record check as required by Act 34 and Act 151 and I agree to pay the cost of obtaining this statement.	
<hr style="width: 50%; margin: auto;"/> Applicant's Signature	

SIGNATURE	
I hereby declare the information provided by me in this employment application is true and correct to the best of my knowledge. I understand that if employed, any misstatement or falsification of fact on this application may be cause for dismissal.	
<hr style="width: 20%; margin: auto;"/> Date	<hr style="width: 50%; margin: auto;"/> Applicant's Signature

FRAZIER SCHOOL DISTRICT
COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
OCTOBER, 1996
INFORMATION SHEET

ACT 34 Background Clearance / Applicant Background Checks Required by Act 34 of 1985

Act 34 of 1985 specifies that EMPLOYEES of public and private schools and their contractors hired as of January 1, 1986, must undergo background checks. In order to avoid delays in processing the background checks, job applicants must carefully follow the procedures listed below.

Administrators may employ applicants on a provisional basis for a single period not to exceed thirty (30) days or, for out-of-state applicants, a period of ninety (90) days provided all conditions listed in the Act are met.

ALL BACKGROUND CHECKS ARE GOOD FOR ONE (1) YEAR FROM DATE OF ISSUE.

Background checks are good indefinitely if you stay within the same district. Any break in service with that district would require a new background check. Persons substituting in the same district year after year do not need a new background check each year as long as they have substituted at least one (1) day in the previous school year.

PROCEDURE FOR PENNSYLVANIA RESIDENTS

1. Applicant must secure Form SP4-164 - Pennsylvania State Police "Request for Criminal Record Check" available from school districts and at State Police stations. They can also be obtained by calling (717) 783-5494.

2. Applicant completes Part I ONLY

- Requester should include the JOB APPLICANT'S NAME, ADDRESS, AND TELEPHONE NUMBER. Do not use the address of the potential employer or the Department of Education. This is important since the background check is to be returned by the State Police to the applicant - not to a school district.
- Requester Information - Check box for Individual/Noncriminal Justice Agency - \$10 Fee
- Reason for Request - Employment

3. Applicant submits the completed Form SP4-164 along with a Certified Check or Money Order for \$10 to the Pennsylvania State Police Central Repository, 1800 Elmerton Avenue, Harrisburg, PA 17110-9758.

- Personal checks **ARE NOT ACCEPTABLE.**
- Certified Checks should be made payable to the Commonwealth of Pennsylvania.

Forms will be processed by the State Police as they arrive. It will NOT help applicant to send the form OVERNIGHT MAIL or to deliver the form in person as the processed form MUST be returned by mail.

To check on the status of SP4-164 AFTER 4 WEEKS, call (717)-783-9144.

4. State Police will return background check directly to the applicant within one (1) month. Background check will be returned to the applicant's address.
5. Applicant presents background check information to prospective employer. The original should be **RETAINED BY THE APPLICANT** and may be used for all employment verification for the one (1) year period after issuance. When applying to more than one (1) district, make copies after form is processed.

**PENNSYLVANIA STATE POLICE
REQUEST FOR CRIMINAL RECORD CHECK**

**FOR CENTRAL REPOSITORY USE ONLY
(LEAVE BLANK)**

TYPE OR PRINT LEGIBLY WITH INK

ART I: TO BE COMPLETED BY REQUESTER

DATE OF REQUEST:

(INFORMATION WILL BE MAILED TO REQUESTER ONLY)

NAME OF REQUESTER:

ADDRESS:

CITY:

STATE:

ZIP:

AREA CODE:

CONTACT TELEPHONE NUMBER:

--	--	--	--	--	--	--	--	--	--

REQUESTER IDENTIFICATION: (CHECK ONE BLOCK)

- INDIVIDUAL/NONCRIMINAL JUSTICE AGENCY - ENCLOSE A CERTIFIED CHECK/MONEY ORDER IN THE AMOUNT OF \$10.00 PAYABLE TO: "COMMONWEALTH OF PENNSYLVANIA." THE FEE IS NONREFUNDABLE.
- FEE - EXEMPT NONCRIMINAL JUSTICE AGENCY
- ***DO NOT SEND CASH OR PERSONAL CHECK*****

NAME/SUBJECT OF RECORD CHECK: (LAST)

(FIRST)

(MIDDLE)

MAIDEN NAME AND/OR ALIASES:

SOCIAL SECURITY NUMBER (SOC):

DATE OF BIRTH (DOB):

SEX:

RACE:

REASON FOR REQUEST: (CHECK ONE BLOCK)

- EMPLOYMENT
- FIREARMS PROHIBITION CHALLENGE
- INDIVIDUAL ACCESS AND REVIEW BY SUBJECT OF RECORD CHECK OR LEGAL REPRESENTATIVE (AFFIDAVIT OF LEGAL REPRESENTATIVE ATTACHED)
- OTHER (SPECIFY) _____

NOTE: A "NO RECORD" RESPONSE MAY TAKE THREE WEEKS TO PROCESS; A "RECORD" RESPONSE TAKES LONGER THAN A "NO RECORD" RESPONSE.

IF THIS FORM IS NOT LEGIBLE OR NOT PROPERLY COMPLETED, IT WILL BE RETURNED UNPROCESSED TO THE REQUESTER.

REQUESTER CHECKLIST:

- DID YOU ENTER THE FULL NAME, DOB, AND SOC?
- DID YOU ENCLOSE THE \$10.00 FEE? (CERTIFIED CHECK/MONEY ORDER)
- *** DO NOT SEND CASH/PERSONAL CHECK*****
- DID YOU ENTER YOUR COMPLETE ADDRESS INCLUDING ZIP CODE AND TELEPHONE NUMBER IN THE BLOCKS PROVIDED?

AFTER COMPLETION MAIL TO:

**PENNSYLVANIA STATE POLICE CENTRAL REPOSITORY-164
1800 ELMERTON AVENUE
HARRISBURG, PENNSYLVANIA 17110-9758
(717) 783-9973**

PART II: CENTRAL REPOSITORY RESPONSE

*****DO NOT WRITE BELOW THIS LINE*****

INFORMATION DISSEMINATED:

- NO RECORD CRIMINAL RECORD ATTACHED

INQUIRY/DISSEMINATED BY:

SID NO:

THE INFORMATION DISSEMINATED BY THE CENTRAL REPOSITORY IS BASED SOLELY ON THE FOLLOWING IDENTIFIERS THAT MATCH THOSE FURNISHED BY THE REQUESTER.

CERTIFIED BY:

- NAME SOCIAL SECURITY NUMBER
- DATE OF BIRTH RACE
- SEX MAIDEN/ALIAS NAME

(DIRECTOR, CENTRAL REPOSITORY)

The response is based on a comparison of data provided by the requester in Part I against information contained in the files of the Pennsylvania State Police Central Repository only. The Pennsylvania State Police response does not preclude the existence of criminal records which might be contained in the repositories of other local, state, or federal criminal justice agencies.

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Any former names
by which you have
been identified: _____

Section 2. Report of Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

Details of Arrests or Convictions

For any arrest or conviction of any Reportable Offense, specify in the space below (or on additional attachments if necessary) the crime for which you have been arrested or convicted, the date and location of arrest and/or conviction, and the applicable court.

Section 3. No Arrest or Conviction

By checking this box, I state that I have never been arrested for or convicted of any Reportable Offense.

Section 4. Certification

By signing this form, I certify under penalty of law that the statements made in this form are true, correct and complete. I understand that false statements herein, including, without limitation, any failure to accurately report any arrest or conviction for a Reportable Offense, shall subject me to criminal prosecution under 18 Pa.C.S. §4904, relating to unsworn falsification to authorities.

Signature *Date*

ARREST/CONVICTION REPORT AND CERTIFICATION FORM
(under Act 24 of 2011)

Section 1. Personal Information

Full Legal Name: _____

Date of Birth: ____/____/____

Any former names
by which you have
been identified: _____

Section 2. Report of Arrest or Conviction

By checking this box, I report that I have been arrested for or convicted of an offense or offenses enumerated under 24 P.S. §1-111(e) ("Reportable Offense(s)"). See Instructions on Page 2 of this Form for a list of Reportable Offenses. If you have none to report, proceed to Section 3 of this form.

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Signature Date

DEPARTMENT OF PUBLIC WELFARE
ChildLine and Abuse Registry

PLEASE COPY AND ATTACH THIS DIRECTION SHEET TO EVERY APPLICATION DISTRIBUTED

Do not use Xeroxed copies of the Child Abuse History clearance. To reorder forms, please call (717) 783-6211.

DIRECTIONS

1. Type or print **CLEARLY AND NEATLY IN INK** Section I only.
2. Address must be **APPLICANT'S** current home address.
3. All information must be completed in full. (The form asks for all previous names, addresses, and household members **SINCE 1975**). This information must be provided to the best of your knowledge and belief. If necessary, attach additional pages.
4. Application must be **SIGNED**.
5. Enclose a **\$10.00 MONEY ORDER** for each application. No cash or personal checks accepted. Agency or business checks are acceptable.
6. **DO NOT** send any postage paid return envelopes.
7. Application should be placed in a **BUSINESS-SIZED OR LARGER** envelope prior to mailing.
8. **ONE BLOCK** must be checked for Purpose of Clearance. **DO NOT** check more than one block.
 - a) **Check the Volunteers Block** if performing a service (paid or unpaid) for organizations such as Big Brothers/Big Sisters, Boy Scouts, Little League, or churches. A **COPY** of your Criminal Record Check results obtained within the past year must be attached. **DO NOT** send original Criminal Record results. If you are not a Pennsylvania resident, you must also attach a copy of your FBI results obtained within the past year. **THIS BLOCK SHOULD NOT BE CHECKED FOR ANYONE VOLUNTEERING IN SCHOOLS.**
 - b) **Check the School Block** if seeking to have involvement within a school (public, private, vocational, technical, nursing) **FOR ANY REASON**
 - c) **Check the Foster Care/Block** if applying for foster parenting or custody of a child.
 - d) **Check the Adoption Block** if in the process or planning to adopt a child.
 - e) **Check the Child Care Block** if planning to work in a day care setting or if all other blocks do not apply
 - f) **Check the CWEP Block** if you are participating in a Department of Public Welfare training program. The signature and phone number of the County Assistance Representative is required.

CLEARANCE RESULTS WILL BE MAILED TO YOU WITHIN 14 DAYS FROM THE DATE THAT THE CLEARANCE IS RECEIVED IN OUR OFFICE. THERE WILL BE NO REPLACEMENTS AFTER 90 DAYS

FAILURE TO COMPLY WITH THE ABOVE INSTRUCTIONS WILL CAUSE CONSIDERABLE DELAY

Please contact the following for applicable criminal history requests:

PA Criminal Record Checks (SP4 164):
FBI Cards for School Employees (FD 258):

(717) 783-5494 or (717) 783-5492
(717) 783-3750

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHIDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-783-6211

CHIDLINE USE ONLY
DATE RECEIVED BY CHIDLINE

SECTION 1 APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME _____

STREET _____

CITY, STATE, ZIP CODE _____

SOCIAL SECURITY NUMBER		
AGE	DATE OF BIRTH	DAYTIME PHONE NO.
SEX <input type="checkbox"/> M <input type="checkbox"/> F		COUNTY YOU LIVE IN

PREVIOUS NAMES USED SINCE 1975 (include Maiden Name, Nicknames, Aliases)

1. FIRST, MIDDLE, LAST	2. FIRST, MIDDLE, LAST	3. FIRST, MIDDLE, LAST
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PURPOSE OF CLEARANCE (Check ONE block ONLY)

CHILD CARE VOLUNTEERS - A copy of your PROCESSED "Request for Criminal Record" (Form SP4-164) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance (Form FD-258). CWEP (Community Work Experience Program Participant)

FOSTER CARE

ADOPTION

SCHOOL

SIGNATURE OF CAO REP _____ CAO PHONE NO. _____

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1. _____
2. _____
3. _____
4. _____

HOUSEHOLD MEMBERS (List everyone who lived with you at anytime since 1975 to the present)

NAME (First, Middle, Last) Do not use initials.	RELATIONSHIP	PRESENT AGE	SEX
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			

I certify that the above information is accurate and complete to the best of my knowledge and belief and submitted as true and correct under penalty of law (Section 4904 of the Pennsylvania Crimes Code).

Applicants are required to show the Administrator the original document. Administrators are required to keep a copy of this child abuse history record on file. Any person altering the contents of this document may be subject to civil, criminal or administrative action.

APPLICANT'S SIGNATURE _____ DATE _____

DO NOT WRITE IN THIS SECTION - CHIDLINE USE ONLY

SECTION 2 RESULTS OF HISTORY CHECK

APPLICANT IS NOT LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE. APPLICANT IS LISTED IN A REPORT OF CHILD ABUSE OR A REPORT FOR SCHOOL EMPLOYEE (SEE BELOW).

STATUS OF REPORT	DATE OF INCIDENT	STATUS OF REPORT	DATE OF INCIDENT
1. _____	_____	3. _____	_____
2. _____	_____	4. _____	_____

VERIFIER _____ DATE _____ VERIFIER'S SUPERVISOR _____ DATE _____

SECTION III

VOLUNTARY CERTIFICATION FOR CHILD CARE SERVICES

_____ has requested a certification which includes a clearance of his/her name against the child abuse, school employee, and criminal history reports.

The results of the child abuse and school employee report clearances are listed in Section II on the reverse side. The results of the criminal history reports are listed below. Out-of-state residents must have criminal history clearance from both the Pennsylvania State Police and the FBI. The voluntary certification may be obtained every two years.

It is the responsibility of parents and guardians to review this information to determine the suitability of the applicant as a substitute caregiver.

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred in the last five years.
- Applicant is named as the perpetrator of a "Founded" child abuse or school employee report which occurred over five years ago.
- Applicant is named as the perpetrator of an "Indicated" child abuse or school employee report.
- Applicant is not named as the perpetrator of any child abuse or school employee report contained in the Statewide Central Register.

PENNSYLVANIA STATE POLICE CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This does not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.

FBI CLEARANCE

- Record exists and contains convictions which prohibit hire in a child care position. Report attached.
- Record exists, but convictions do not prohibit hire in a child care position. Report attached.
- Record exists, but no convictions are shown. This may not prohibit hire in a child care position. Report attached.
- No record exists. Report attached.
- No FBI clearance required.

VERIFIER

DATE

SUPERVISOR

DATE



Intermediate Unit 1

Federal (FBI) Criminal History Report

PDE FBI Clearance Process

- Applicants must register prior to going to a fingerprint site. Registration can be completed either on the phone or online.
 1. The website to register is www.pa.cogentfd.com and is available 24 hours a day, seven days per week.
 2. Telephone registration is available at 1-888-439-2486, Monday through Friday, 8 am to 6 pm EST.
 3. All applicants receive a confirmation number.
 4. The fee for the FBI clearance is \$40 and can be made online with a credit card or by bringing a Money Order/Cashiers Check payable to Cogent Systems to the fingerprinting site. NO CASH OR PERSONAL CHECKS WILL BE ACCEPTED.

Intermediate Unit 1 has agreed to be a site for fingerprinting applicants. Following is information regarding the IU1 Fingerprinting Process:

- In order to be fingerprinted, all applicants must have:
 - a confirmation number,
 - a valid photo ID, and if applicable,
 - a Money Order or Cashier's Check payable to Cogent Systems
- Fingerprints will be taken at the IU1 Central Office Building, One Intermediate Unit Drive, in Coal Center.
- The IU1 Fingerprinting Center will be located on the first floor, in the IMS Department.
- Hours of operation are 9 am to Noon and 12:30 pm to 2 pm, Monday through Friday.
- IU1 has one fingerprinting station in operation to process as many applicants as possible.
- Fingerprints will be scanned electronically, sent to the PA State Police, submitted by the State Police to the FBI. The FBI will send results to PDE.
- Results of the Federal Criminal History Report will be forwarded to the applicant by PDE.
- If you have a large group to be fingerprinted, please call 724-938-3241 x241 and arrange for a mobile unit.

Other Southwestern PA Locations for Fingerprinting

Allegheny Intermediate Unit 3
Intermediate Unit 27
Intermediate Unit 28

University of Pittsburgh

UPS Store Monroeville
UPS Store Gibsonia
UPS Store Greensburg

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records for Prospective Employees
March 13, 2007

Act 114 of 2006, Section 111 of the Public School Code was amended effective April 1, 2007. All student teachers (participating in classroom teaching, internships, clinical or field experience) and prospective employees (including but not limited to administrators, teachers, substitutes, janitors, cafeteria workers, office employees) of public and private schools, Intermediate Units and area vocational-technical schools, including independent contractors and their employees and bus drivers, who have direct contact with children, must provide to their employer a copy of their Federal Criminal History Record that cannot be more than one (1) year old. This only applies to employees hired on or after April 1, 2007. Employees hired prior to April 1, 2007, are only required to provide the Federal Criminal History record if they have lived outside of the state for at least two years immediately preceding their application for employment.

Implementation Timeline

PDE contracted with Cogent Systems to manage this program for the Commonwealth. The management process includes establishing a website, manning a help desk, and establishing fixed site locations for the taking of and transmitting of applicants' fingerprints. These services will be operational on Friday, March 30, 2007.

The Process

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at www.pa.cogentid.com. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) so there is no data entry required at the fingerprint collection site.
2. The applicant will pay a fee of \$40.00 for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**
 - Cogent Systems will also establish a billing procedure for these services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the Cogent Systems' Agency Pay Agreement. To establish a billing account visit the website www.pa.cogentid.com and download an application. The billing account must be established prior to sending applicants to the fingerprint site.
3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at www.pa.cogentid.com. The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records of Prospective Employees
March 12, 2007

4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.
5. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at www.pa.cogentid.com. Applicants will not be processed if they cannot produce an acceptable photo ID.
6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.
7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.
8. PDE will receive the Federal Criminal History Record from the FBI. PDE's School Services Unit will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper with the Commonwealth Seal imbedded on the paper. **This document constitutes an official Record.** If an applicant presents their Federal Criminal History Record and the Commonwealth Seal is not embedded on the paper, it should be considered as invalid and not an official Record. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, they should call (717) 783-3750 or email PDE at dwolfgang@state.pa.us.
9. The applicant will then provide the Federal Criminal History Record to their prospective employer.

** The Act allows that Administrators may employ any applicants on a provisional basis for a single period not to exceed ninety (90) days, except during a lawful strike proceeding under the provisions of the act of July 23, 1970, known as the "Public Employee Relations Act", provided that all of the following conditions are met:

- The applicant has applied for the information required under subsection (b) and, where applicable, under subsection (c) or (c.1) and the applicant provides a copy of the appropriate completed request forms to the Administrator
- The Administrator has no knowledge of information pertaining to the applicant which would disqualify them from employment pursuant to subsection (e)
- The applicant swears or affirms in writing that they are not disqualified from employment pursuant to subsection (e)
- If the information obtained pursuant to subsection (b), (c), or (c1) reveals that the applicant is disqualified from employment pursuant to subsection (e), the applicant shall be suspended and subject to termination proceedings as provided for by law
- The Administrator requires that the applicant not be permitted to work alone with children and that the applicant work in the vicinity of a permanent employee.

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records of Prospective Employees
March 12, 2007

Fingerprint Corrections and Resubmissions

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

Group Fingerprinting Support

If you have a requirement to fingerprint a large group of applicants (300 college education majors, a contractor's entire staff of 120 employees, 50 bus drivers, etc.) Cogent Systems and the fixed site providers will try to accommodate that request. Some fingerprint service sites have the ability to bring portable equipment to your site. If you are in need of Group Fingerprinting Support, visit www.pa.cogentid.com. Service sites in your area that have mobile equipment will be listed. NOTE: This mobile service requires the visited site to provide broadband internet access and access through any firewall. The sites that offer mobile services can provide you instructions, in advance of their visit, that would allow fingerprinting to occur at your site. You must however, plan ahead. Requirements for hosting a mobile Livescan operation can be found at www.pa.cogentid.com

We encourage you to utilize this service but you must plan ahead. Please do not overwhelm the service by sending large groups of applicants to the fixed site locations. If you must send your large group of applicants to a fixed site, please plan for their arrival to occur over days and weeks, not over hours.

Confidentiality (Security) of Applicant Information

On-site access to the Livescan equipment, and the data traveling from the equipment, is comprehensively secured and regulated by both Cogent Systems and the regulations governing the use of that data.

- **The Computer System** - The system will be housed within a secured network that is protected by firewall devices configured explicitly to allow only permissible protocols and traffic. Cogent Systems will ensure that all devices procured under this process continue to adhere to the Commonwealth's Security requirements. The proposed systems will be configured to provide a point of defense with controlled access from both inside and outside the network. The Livescan systems will be configured to support logging and audit capability. Furthermore, the Livescan solution will support 128 bit encryption.

Pennsylvania Department of Education (PDE)
FBI Federal Criminal History Records of Prospective Employees
March 12, 2007

Inquiries or Questions

All information regarding process, policy, and fingerprinting locations may be found at
www.pa.cogentid.com

Fingerprint Services Sites should contact Blake Godard at bgodard@cogentsystems.com

Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or
dvolfgang@state.pa.us