

## **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](mailto:lgarner@clelianheights.org) for School employment.

Submit the above documents to [jyoder@clelianheights.org](mailto: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