



Diocese of Altoona-Johnstown

Education Office

2713 W Chestnut Avenue
Altoona, PA 16601
Phone: 814-695-5579
www.dioceseaj.org

Dear Applicant,

Thank you for your request for an application for a teaching position in the schools of the Diocese of Altoona-Johnstown. For you to complete the application process you will need to send the following documents to the Education Office.

STATE-REQUIRED DOCUMENTATION

	Letter of Interest
	Resume
	Completed Diocesan Application <u>OR</u> Completed PA Standard Application
	PA Instructional I or II Certificate
	Official College Transcript
	State-Required Testing Scores

CLEARANCES

	Act 151 (PA Child Abuse)
	Act 114 (FBI Fingerprint – must be registered under PDE) (Code: 1KG6TR)
	Act 34 (PA Criminal History)
	Act 126 Mandated Reporter Training Certificate
	Act 24 (Arrest/Conviction Report Form)
	Act 168 Required Employment History Review (Must be completed for <u>ALL</u> previous employers where you worked with children.)

DIOCESAN-REQUIRED DOCUMENTATION

	Three (3) Letters of Reference: <input type="checkbox"/> Two (2) Professional <input type="checkbox"/> One (1) from Pastor
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Upon hire, the following documentation will be required prior to the first day of the school year. Additionally, **all above mentioned clearances will have to be renewed.**

STATE REQUIRE DOCUMENTATION

	School Personnel Health Record (must be completed within 3 months <u>prior</u> to your first day of work)
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DIOCESAN-REQUIRED DOCUMENTATION

	Youth Protection Program <i>*All forms and certificate of training <u>must</u> be submitted together*</i>
	<input type="checkbox"/> Application
	<input type="checkbox"/> Code of Conduct
	<input type="checkbox"/> Ministry Reference Form
	<input type="checkbox"/> VIRTUS Background Check
	<input type="checkbox"/> VIRTUS Online Training

If you have not been selected for an interview, your application will remain active for a period of one year from initial submission of all completed paperwork.

Sincerely,
Jo-Ann Semko
Director of Education