



Diocese of Altoona-Johnstown

Education Secretariat

Office of Education
Office of Campus Ministry

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)
	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: <ul style="list-style-type: none"> <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 resubmitted.

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 <ul style="list-style-type: none"> <input type="checkbox"/> Application <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Ministry Reference Form <input type="checkbox"/> Disclosure Form <input type="checkbox"/> Online Training 	<i>*All forms and certificate of training <u>must be submitted together</u>*</i>
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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

Revised 6.2018