

Prospective ***SUBSTITUTE TEACHER*** Application Requirements:

We are pleased that you are interested in being considered for a professional position in the Greater Altoona Career & Technology Center. We have an excellent school, and when vacancies occur, we actively seek outstanding individuals to join our staff. Please print out the [GACTC APPLICATION](#) obtained on our website at www.gactc.com, complete and mail it to "Human Resources, Greater Altoona CTC, 1500 Fourth Avenue, Altoona, PA 16602. Include with your application the following:

- Transcripts/Credentials.** Though a teaching degree is not required for substitute teaching in all areas, copies of any transcripts, educational credentials, licensures, or certificates you have earned related to your subject area(s) should be included with the application. *EXCEPTION: A substitute teacher in academic areas, i.e., English, Mathematics, Marketing, is required to provide the appropriate teaching certification credentials. Cosmetology teaching positions require a Cosmetology Teacher's License issued by the State Board of Cosmetology.
- Two Letters of Recommendation**
- [AFFIRMATIVE ACTION SURVEY](#) as part of your application.

After review of your application, **we will require job candidates to submit the following forms** to complete the application:

A copy of your [Criminal History Background Check \(Act 34\)](#). **Act 34 clearances may be obtained directly through the school by completing and sending us a request form, along with a \$10 check or money order, made payable to "GACTC."** Forms may also be obtained from the State Police and can be processed through the mail at a cost of \$10 to the job applicant. **DO NOT SEND STATE POLICE FORM TO OUR SCHOOL WITH YOUR CHECK. SEND IT DIRECTLY TO THE STATE POLICE.** Section 111 of the PA School Code (Act 34 of 1985) requires that at the time of hire, successful job candidates provide the original Report of Criminal History Record Information from the PA State Police to be verified by the employer. Background reports may not be more than one year old at the time of hire.

[Federal Criminal History Background Report](#). Effective April 1, 2007, **ALL** applicants will be required to submit the Federal Criminal History Record background check. Information on how to secure this background check can be found at www.pa.cogentid.com or phone 1-888-439-2486 Monday through Friday, 8 a.m. to 6 p.m. EST. The cost to you for this background check is currently \$36. **On the Cogent website, choose Pennsylvania Department of Education to begin. If you mistakenly choose another option, the school will be unable to access your report, and it will be necessary for you to register and pay again for the background report.** Registrants will be given a Registration ID # when they complete their application. Applicants must present this number to the GACTC in order for the school to access the report via the new electronic system. Applicants must go through the process as stated for a valid clearance to be accepted by the school. Background reports may not be more than one year old at the time of hire.

A copy of your [Child Abuse History Background Check \(Act 151\)](#). Forms may be obtained [online](#), or by calling 717-783-6211 or by requesting the form from our school at 946-8450. Background checks are processed through the Department of Public Welfare at a cost of \$10 to the employee. **DO NOT SEND THE FORM TO OUR SCHOOL WITH YOUR CHECK. SEND IT DIRECTLY TO THE DEPARTMENT OF PUBLIC WELFARE.** We cannot process this form internally. Act 151 of 1995 requires that at the time of hire, all new employees provide the original report for verification. Background reports may not be more than one year old at the time of hire.

UPON EMPLOYMENT, THE SUCCESSFUL CANDIDATE MAY BE REQUIRED TO SUBMIT THE FOLLOWING:

- Original **Criminal History Background Report (Act 34)**
 - Original **Child Abuse History Background Report (Act 151)**
 - Original **Federal Criminal History Background Report**
 - Original **Pennsylvania Teaching Certificate (if required)**
 - Original **Social Security Card** for payroll verification. A birth certificate will not be accepted. If you have lost your social security card, contact your Social Security Office to obtain a replacement. A letter of verification from the Social Security Office will be accepted by our Payroll Office until such time as a new card is acquired and verified.
 - I-9 Employment Eligibility Form.** All new employees must present two proofs of identification to verify employment eligibility in the U.S. Examples of proof are: driver's license, social security card, birth certificate, U. S. military card, visa, unexpired INS Employment Authorization. An incomplete I-9 form without supporting documentation is not acceptable.
 - Drug Test:** All new employees will be required to submit to a drug test at the expense of the GACTC.
 - TB Test or Chest X-Ray:** Written evidence of a current (within one year) TB Test or Chest X-Ray. (A tine test is sufficient evidence.) This may be included as part of a physical exam.
 - Wage Forms:** Forms will be provided to select deductions.
 - Benefit Forms: (if required)**
- Any other additional information or documentation required for the position.

A final offer of employment is contingent upon the result of the above required documentation and exam reports and approval of the Joint Operating Committee. If you have any questions about our application procedures or the status of your application, please feel free to contact our Personnel Office at 946-8487. Applications are kept on file for one year after receipt. We look forward to receiving your application for review.