

Shaler Township Crawford Pool Employment Requirements:

These instructions and the links below may also be obtained on the Shaler Township website at www.shaler.org under Quick Links.

Before submitting an application for employment at Crawford Pool, the following clearances must be obtained and submitted with your application.

Pennsylvania State law requires three clearances for individuals working with children. These clearance certifications are good for 60 months.

- Pennsylvania Child Abuse History Clearance - \$10.00 fee
website: <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania State Police Criminal Record Check - \$22.00 fee
website: <https://epatch.pa.gov/home>
PA State Police website -please be sure to retain your control number, you do not need a notarized copy.
- Federal Bureau of Investigation Criminal Background Check – \$23.00 fee (if hired Shaler Township will reimburse- you must turn in a receipt for reimbursement)
website: <https://uenroll.identogo.com/>
Enrollment requires the following code: 1KG756 (Location of Identogo, 8158 Perry Highway, Pittsburgh, PA 15237 – Open Monday – Friday 9:00 AM to 12:00 PM and 1:00 PM to 4:00 PM.) Choose the first option: Schedule or Manage an Appointment – which will require you to fill out an application.

Exceptions to the FBI certification requirements for minors

A minor, between 14 and 17 years of age, applying for or holding a paid position in which they would be responsible for the child's welfare or have direct contact with children through a program, activity or service is **only required to submit their child abuse and PSP certifications if the following apply:**

- (1) They have been a resident of this commonwealth during the entirety of the previous 10-year period * or, if not a resident of PA during the entirety of the previous 10-year period, has received an FBI certification at any time since establishing residency in PA and provides a copy of the certification to the employer.
- (2) The employee and **their parent or legal guardian swears or affirms in writing** that they are not disqualified from service under the grounds for denying employment or have not been convicted of an offense similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

*Proof of Shaler Township residency must be given with application, ex: copy of parent's tax return filing showing a Shaler Township address.