

Claysburg-Kimmel School District

531 Bedford Street

Claysburg PA 16625

Phone 814-239-5141 Fax 814-239-5896

Dear Applicant:

We are pleased that you are interested in being considered for employment in the Claysburg-Kimmel School District. This is an excellent school system in which to work, and we actively seek outstanding people to join our staff.

In order for your application to be considered by our administrators, you will need to provide the following:

The Application Form – Please complete all sections of the attached application form. You may wish to submit a copy of your resume with the application. It is essential that the addresses and telephone numbers of your employers and references are current, since we will be contacting them.

Once you have been considered as a candidate for the position, you will need the following:

Background Checks – School districts are required to obtain three clearances from new employees: Report of Criminal History Record Information from the Pennsylvania State Police, PA Child Abuse History Clearance and a Federal Criminal History Record (fingerprints) from the FBI. You need not apply for these background checks until you are a selected candidate for the job. We will provide you with the information for obtaining these clearances. It will be your responsibility to obtain and pay for the clearances.

Should you be employed by the Claysburg-Kimmel School District, you will be required to have an employee physical and drug test, an I-9 Statement of Employment Eligibility and a 3-hour Mandated Child Abuse and Reporting Training.

If you have questions about our application procedures or the status of your application, please feel free to contact the school district office at 814-239-5141 x1350. We look forward to considering your application for employment.