

## WCADCC Pre-Employment Check List

In order to be considered for employment, you must submit the following:

- \_\_\_\_\_ Employment Application
- \_\_\_\_\_ Two Letters of Reference (see attached forms)
- \_\_\_\_\_ Current Physical
- \_\_\_\_\_ Negative TB Test (including dates when administered and when read)
- \_\_\_\_\_ Valid Photo ID to show you are at least 18 (State ID, Driver's License, Passport)
- \_\_\_\_\_ High School Diploma and/or Most Recent College Transcript
- \_\_\_\_\_ Child Abuse Clearance (<https://www.compass.state.pa.us/cwis>)
- \_\_\_\_\_ Criminal History Clearance (<https://epatch.state.pa.us>)
- \_\_\_\_\_ FBI Background Check ([www.identogo.com](http://www.identogo.com))

Once hired, you will be responsible to complete the following:

- \_\_\_\_\_ Mandated Reporting Training (within 30 days)
- \_\_\_\_\_ 6 Hour Health and Safety Training (within 30 days)
- \_\_\_\_\_ Pediatric First Aid and CPR (within 90 days)
- \_\_\_\_\_ On-Site Training
- \_\_\_\_\_ Copy of Social Security Card