

PROCEDURES FOR OBTAINING A WORKERS PERMIT AND CRIMINAL & CHILD BACKGROUND CHECKS

*RECREATION DEPARTMENT

*(COUNSELORS MUST BE AT LEAST 15 YEARS OF AGE)

AGE GROUP 15 - 17:

WORKERS PERMIT

THE STUDENT WILL NEED TO GO TO THE GUIDANCE OFFICE AND APPLY FOR AN APPLICATION FOR A WORK PERMIT. THE GUIDANCE OFFICE WILL GIVE THE STUDENT THE APPLICATION (WHITE FORM), THE APPLICATION NEEDS TO BE FILLED OUT AND SIGNED BY THE PARENT OR GUARDIAN. ONCE THE APPLICATION HAS BEEN SIGNED, THE STUDENT WILL NEED TO RETURN THE APPLICATION TO THE GUIDANCE OFFICE WITH EVIDENCE OF AGE, SUCH AS A BIRTH CERTIFICATE. ONCE THE GUIDANCE OFFICE RECEIVES THE COMPLETED FORM AND DOCUMENTATION THAT IS REQUIRED, THEY WILL THEN ISSUE THE STUDENT A PERMENENT (BLUE) WORKERS PERMIT. ONCE THE STUDENT RECEIVED THE PERMENENT (BLUE) WORKERS PERMIT, A COPY OF THE PERMIT NEEDS TO BE SUBMITTED WITH THE EMPLOYMENT PACKET AND THE ORIGINAL IS RETAINED BY THE STUDENT.

STUDENTS IN THIS AGE GROUP WILL NOT BE ELIGIBLE TO WORK FOR THE TOWNSHIP UNLESS THE SCHOOL ISSUES A WORKER'S PERMIT TO THEM.

AGE GROUP 15 & OLDER:

CRIMINAL RECORD CHECK & CHILD ABUSE CLEARANCE

IF YOU ARE (15) OR WILL BE TURNING (15) DURING THE TIME OF EMPLOYMENT WITH THE TOWNSHIP, YOU WILL BE REQUIRED TO OBTAIN THE FOLLOWING:

- * 1. CRIMINAL RECORD CHECK (form SP4-164): obtained from the PA STATE POLICE (\$10.00 fee)
- * 2. CHILD ABUSE CLEARANCE (form CY113): obtained through THE PA DEPT OF HUMAN SERVICES (\$10.00 fee)

ONLY NEEDED IF APPLICANT HAS NOT LIVED IN THE STATE FOR 10 YEARS

- * 3. FEDERAL CRIMINAL HISTORY RECORD INFORMATON: obtained by submitting a full set of fingerprints to the PA State Police or its authorized agent for submission to the Federal Bureau of Investigation. (\$28.75)

***Once you obtained the required criminal record check & child abuse clearance, they will be valid for 36 months. However, it will be the returning applicants' responsibility to provide a copy of the clearances to the township every year they are re-hired.**

THE APPLICATIONS AND INSTRUCTIONS ARE AVAILABLE AT THE FOLLOWING WEB ADDRESS: www.dpw.state.pa.us (turnaround time is faster if you file on-line)

APPLICANTS MUST HAVE CRIMINAL RECORD CHECK & CHILD ABUSE CLEARANCE COMPLETED PRIOR TO EMPLOYMENT. (The township will reimburse

the fees involved for the criminal record check & child abuse clearance, only if the applicant provides a receipt.)