



Monroe Career and Technical Institute  
194 Laurel Lake Road  
Bartonsville, PA 18321

E-mail us at: [employmentopportunities@monroecti.org](mailto:employmentopportunities@monroecti.org)

**Dear Professional Staff Applicant:**

**Thank you for your inquiry regarding a teaching position at the Monroe Career & Technical Institute. To consider you for possible employment, the documents listed below must be received in our Director's Office:**

Letter of interest

Completed Standard PA Teaching Application ([www.state.pa.us](http://www.state.pa.us))

Resume with three (3) references

Copy of valid Pennsylvania professional certificate

Copy of transcripts from all colleges/universities attended

If you have not been previously employed in a teaching position, a copy of all references from your cooperating teacher's and your college/university supervisor's for student teaching. If you have been previously employed in a teaching position, a copy of a reference from each of the previous principals and/or supervisors for whom you worked, along with previous evaluations.

Copy of college/university placement office credentials (if applicable)

Copy of current (5 years or less) Act 34 - State Police Criminal Record Check (SP 4-164)

Application can be completed at [www.epatch.state.pa.us](http://www.epatch.state.pa.us)

Copy of current (5 years or less) Act 151 - Pennsylvania Child Abuse History Clearance (CY 113)

Application can be completed at Application can be found at [www.compass.state.pa.us/CWIS](http://www.compass.state.pa.us/CWIS).

Copy of current (5 years or less) Act 114 - Federal Bureau of Investigation (FBI) Federal Criminal History Record.

The Pennsylvania Department of Education (PDE) contracted with IDEMIA to manage this program for the

**Commonwealth. The registration process is available on line 24 hours/day, seven days per week at**

<https://uenroll.identogo.com>. Enter the Service Code: 1KG6NX. Then proceed to schedule your appointment.

All items above will be kept on file for one year from the day of receipt, unless you are hired.

**If your qualifications meet our needs, and you are contacted for an interview, you will need to bring the following documents with you:**

1) Original PA Professional Certificate, 2) Original Act 34 - PA Criminal Record Check, 3) Original Act 151 - PA Child Abuse History Clearance, 4) Original Act 114 - FBI Fingerprint Report. Your previously submitted copies will be initialed and all original documents returned to you.

PDE Form 6004 (completed) – Arrest/Conviction Report and Certification Form obtained from our website under Employment/ Employment Information/ Clearances Forms.

PDE Sexual Misconduct/Abuse Disclosure Release Forms (Act 168 of 2014) obtained from our website under Employment/ Employment Information/ Clearances Forms. One form per position in which you were a paid employee working with children must be completed.

**Upon hire by MCTI, you are responsible for submitting to the Executive Secretary these and other furnished documents:**

Official transcripts from all colleges/universities attended

U.S. Department of Homeland Security/Employment Eligibility Verification (Form I-9) and originals of identification to establish employment identify

School Personnel Health Record (H511.340), including current TB test

If you already have a physical examination and tuberculosis test within three months, a copy of that School Personnel Health Record will satisfy this requirement. All required forms can be obtained in the Executive Secretary's Office.

**Failure to present, by hire date, an original professional certificate, processed clearances and completed forms, identification documents to establish employment identity and eligibility (Form I-9), transcripts from all colleges/universities, a School Health Personnel Health Record including current TB test, may result in a provisional hiring status. Failure to submit these original documents within the legal and school established time lines would result in termination of employment.**