



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

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

**Dear Substitute Applicant:**

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

Letter of Interest indicating your position of interest

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

Resume with three (3) references

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

Completed General Employment Application with three (3) references

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.

Copy of transcripts from all colleges or universities attended (when applicable)

All items above will be kept on file for one year from the day of receipt, unless 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 Act 34 - PA Criminal Record Check, 2) Original Act 151 - PA Child Abuse History Clearance, 3) Original Act 114 - FBI Criminal History Record. 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 college/universities attended (when applicable)

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

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

If you already have a physical examination and tuberculosis test within three (3) 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 processed clearances and completed forms, identification documents to establish employment identity and eligibility (Form I-9), transcripts from all colleges/universities and 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.***

The Monroe Career & Technical Institute will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification. Announcement of this policy is in accordance with the Pennsylvania Human Relations Act and with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990.

For information regarding civil rights or grievance procedures and accommodations for persons with disabilities, contact the Director's Office at 194 Laurel Lake Road, Bartonsville, PA 18321 Telephone: (570) 629-2001 FAX (570) 629-9698.