



**SUPPLEMENTAL CONTRACT APPLICATION**

Date\_\_\_\_\_

Name\_\_\_\_\_ Home Phone\_\_\_\_\_

Address\_\_\_\_\_

Posting Deadline\_\_\_\_\_

Assigned Building (if District employee):\_\_\_\_\_

Posted Position\_\_\_\_\_

Principal's Signature\_\_\_\_\_

**Brief Resume' Listing Qualifications:**

\_\_\_\_\_  
Applicant's Signature

SEE PAGE 2 FOR FILING INSTRUCTIONS.....

Revised July 9, 2024

## SUPPLEMENTAL CONTRACT APPLICATION

### Required Clearances

ACT 114 – FBI Clearance - Please submit your UEID Number (the receipt) after your prints are scanned. <https://uenroll.identogo.com> Register/schedule an appointment with IdentoGO through the above site. Use the service code 1KG6XN for Department of Education FBI clearance.

ACT 34 – Pennsylvania Criminal History Check - Please use the website for this clearance not the printed <https://epatch.pa.gov>

ACT 151 – Pennsylvania Child Abuse Clearance - Please use the website for this clearance: <https://www.compass.state.pa.us/CWIS>

ACT 24 of 2011/Act 82 of 2012 – Arrest/Conviction Report and Certification Form  
This is a self-completed form that requires no additional cost or procedure. Form will be distributed as required.

I-9 - The Immigration and Reform Act of 1986 requires prospective employees to complete an Employment Eligibility Verification (Form I-9). Form I-9 must be completed at the Superintendent's office where the original required documents, e.g. passport, original Social Security card, state driver's license, will be verified at the time of application.

**NOTE:** Applications currently employed by the School District shall not be required to present new clearances or update their I-9 form.

Be prepared to make a semester and year-end report. A "Verification For Payroll Records" form must be submitted to the Payroll office when all duties as sponsor/coach have been completed. All coaches must submit an inventory list with their request for payment.

Send all signed applications to:

**Office of the Superintendent  
West Mifflin Area School District  
91 Commonwealth Avenue  
West Mifflin, Pennsylvania 15122**

All Applications will be stamped with the date received and copies forwarded to the Administrative Staff and Board of School Directors.