

**WEST MIFFLIN AREA SCHOOL DISTRICT  
West Mifflin, Pennsylvania**

**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 REVERSE SIDE FOR FILING INSTRUCTIONS.....

Updated October 28, 2020

## **SUPPLEMENTAL CONTRACT APPLICATION**

### **Filing Instructions**

1. Act 34 of 1985 requires prospective employees to submit with their Supplemental Contract Application, Form SP4-164-Pennsylvania State Police Request For Criminal History Record Information. Bring your **original** background check to the Superintendent's office for verification. Your signature authorizes the School District to review your criminal history record.
  
2. ACT 151 of 1995 requires prospective employees to submit with their Supplemental Contract Application, Form 03460C-Pennsylvania Department of Public Welfare Child Abuse History Clearance. Bring your original background check to the Superintendent's office for verification. Your signature authorizes the School District to review your child abuse history record.
  
3. 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.
  
4. If elected for the position, before the first day of work, pre-employment physical and tuberculosis examinations verification are required in accordance with the School Code.

**NOTE:** Applications currently employed by the School District shall not be required to go through the Act 34 screening process nor complete Form I-9.

5. 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  
1020 Lebanon Road, Suite 250  
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.