

## Horsham Township Library Application for Employment

**Personal information:**

Name:	Today's Date:
Present address (street, city, state & zip):	
Permanent address (street, city, state & zip) if different:	
Phone number: (       )	
List name & relationship of any relatives who work for Horsham Township:	Referred by:

**Employment desired:**

Position:	
Date you can start:	Salary desired:
Are you employed now?	May we contact your employer?
Have you ever applied to this company before?	When?

**Education:**

School	Name & Location	Graduated ?		Major subjects / Degree(s) earned
		Yes	No	
High School				
College / University				
Other (Specify)				

**Other Information:**

Skills, abilities, subjects of special study:
Special training:
Activities (civic, athletic, etc.):

Continued – next side

**Former employment:**

Dates employed (month & year)	Name & address of employer	Telephone	Name of supervisor:	Position held:	Reason for leaving:
From:					
To:					
From:					
To:					
From:					
To:					
From:					
To:					

**References:**

Name	Business	Address	Telephone	Years acquainted

**Have you ever been convicted of a criminal offense?** (circle one): **Yes**    **No**  
**If yes, what year?** \_\_\_\_\_ **Where** (County & State): \_\_\_\_\_

All prospective employees of the Horsham Township Library are subject to a Pennsylvania Child Abuse History Clearance, PA State Police criminal background check, and an FBI background check as a condition of employment. Please read page three for details about background checks required under Pennsylvania law.

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, at the discretion of the employer, be terminated at any time without any previous notice.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Applicant – please do not write below this line**

Interviewed by:	Date:	
Remarks:		
Reference checks:		
Company / contact:	Date:	Checked by:

## Notice to applicants for employment at Horsham Township Library

The following background check requirements apply to all employees of Horsham Township Library. All library employees over age 18 are mandated reporters, required by law to report suspected child abuse by calling ChildLine at 1-800-932-0313 or filing online at [www.KeepKidsSafe.PA.gov](http://www.KeepKidsSafe.PA.gov).

Effective January 1, 2015 all applicants hired for jobs (both full and part-time) at the Horsham Township Library will be required to undergo the following three criminal background check clearances/child abuse clearances and to be recertified every 3 years:

- Pennsylvania Child Abuse History Clearance;
- Pennsylvania State Police Criminal Record Check; and
- Federal Bureau of Investigation Criminal Background Check.

The Pennsylvania Child Abuse History Clearance can be submitted and paid for online through the Child Welfare Information Solution (CWIS) self-service portal, [www.compass.state.pa.us/cwis](http://www.compass.state.pa.us/cwis). The Child Abuse History Clearance costs \$10. The original copy of the clearance certificate should be presented to the library, which will make a copy for its files.

For the Pennsylvania State Police Criminal Record Check, applicants can go on-line to apply for their criminal record check with the Pennsylvania State Police at: <https://epatch.state.pa.us/Home.jsp>. The PSP clearance costs \$10. The original copy of the clearance certificate should be presented to the library, which will make a copy for its files.

The Pennsylvania Department of Human Services is utilizing Cogent Systems to process fingerprint-based FBI criminal background checks. The fingerprint based background check is a multiple step process. For more information and to begin the registration process, go to [www.pa.cogentid.com//index\\_dpw.htm](http://www.pa.cogentid.com//index_dpw.htm). The FBI clearance costs \$27.50. The original copy of the clearance certificate should be presented to the library, which will make a copy for its files.

Undergoing these background checks is a ***condition of employment, required by law***. The applicant/employee is responsible for paying the costs related to getting and renewing these background checks every 36 months (3 years). Failure to complete these background checks within 90 days of employment will result in termination or denial of employment. Failure to re-certify these background checks every 36 months can result in termination or denial of employment.

If an employee is arrested for or convicted of an offense that would constitute grounds for denying employment or is named as a perpetrator in a founded or indicated child abuse report, the employee must provide the library director with written notice not later than 72 hours after the arrest, conviction or notification that the person has been listed as a perpetrator in the statewide database. An Employee who willfully fails to disclose this information commits a misdemeanor of the third degree and shall be subject to discipline up to and including termination or denial of employment.

### *Acknowledgement*

By signing below I acknowledge that I have read and understand that I will be required to obtain and maintain the criminal background checks/child abuse history clearances described above.

\_\_\_\_\_  
(your signature)

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
(date)