

# Claysburg-Kimmel School District

531 Bedford Street

Claysburg PA 16625

Phone 814-239-5141 Fax 814-239-5896

Dear Applicant:

We are pleased that you are interested in being considered for a professional teaching position in the Claysburg-Kimmel School District. This is an excellent school system in which to work, and we actively seek outstanding people to join our professional staff.

In order for your application to be considered by our administrators, you will need to provide the following items:

1. **The Application Form** – Please complete the required sections of the Pennsylvania Standard Application form. It is essential that the addresses and telephone numbers of your references are current, since we will be contacting these individuals. A copy of your teaching certificate and transcript must also accompany your application.
2. **Background Checks** – Section 111 of the Pennsylvania School Code requires that applicants provide a copy of the **Report of Criminal History Record Information** from the Pennsylvania State Police (Act 34), a copy of the **Federal Criminal History Record** from the Federal Bureau of Investigation and a **PA Child Abuse History Clearance** (Act 151). Prior to employment we will need to examine the original documents.

Please note that you will become an active candidate for employment when we have received the completed application form with accompanying documents and a copy of the required background checks.

Should you be employed by the Claysburg-Kimmel School District, you will be required to have on file with the district an **employee physical and drug test**, along with the **I-9 Statement of Employment Eligibility**.

If you have questions about our application procedures or the status of your application, please feel free to contact the appropriate building principal. The elementary principal (Mr. Loucks) may be reached at (814)239-5144 and the high school principal (Mr. Mitchell) at (814)239-5141. Please submit your application to the attention of the appropriate principal. We look forward to considering your application for employment.

Sincerely,

Royce Ann Boyd  
Superintendent