

Wilkes-Barre Area School District (WBASD) Job Postings & Application Procedures

Search available positions at:

<https://wbasd.tedk12.com/hire/Index.aspx>

updated 3-21-23

We are pleased to announce the WBASD has moved to a paperless application process. The WBASD no longer accepts paper applications. Please **do not** send resumes or applications via postal service, email, or fax, as we will no longer accept these submissions for posted or unsolicited positions.

All applications must be submitted through our Website for each individual position. All paperwork must be uploaded onto your electronic application.

If you are a current WBASD employee, you can create an **internal account** to apply for positions. To create an internal account click on the search available positions link above. At the top right of the screen, click on "Internal". Then create an internal account, and you will be able to submit your letter of interest, resume and cover letter for each position as an internal employee. Internal applicants that receive a promotion are required to provide new clearances.

All external applicants, please create an account in the Recruit & Hire system as an **external applicant**. You can then submit your application for each position of interest.

If you are offered a position with the WBASD, please be advised that the following information will be **required before** you are able to begin working.

- **PA State Police Clearance**
 - You can apply online and you will receive results immediately and you can print and retain the receipt containing the control number (this starts with the letter "R").
 - The cost of this clearance is \$22 paid by credit card on the website.
 - OR...fill out, print and send this form directly to the Pennsylvania State Police Central Repository-164. Click [HERE](#) for the form for employees and [HERE](#) for volunteers.
 - You will need to include a \$22 money order with your form (you should retain your money order receipt until you receive your official clearance).
 - This clearance will be mailed back to the address you provide on the form.
 - This clearance takes, at a minimum, 4 weeks to be returned.
 - The employer will need to see the original and retain a verified copy.
- **Child Abuse Clearance**
 - The cost of this clearance is \$13 paid by credit card on the website.
 - This clearance takes, at a minimum, 2-3 weeks to be returned.
 - The employer will need to see the original and retain a verified copy.
- **FBI Fingerprint**
 - The cost of this clearance is \$25.25. To schedule your ten-minute fingerprint appointment, simply visit <https://uenroll.identogo.com> and enter the following Service Code: 1KG6XN.
 - OR call 1-844-321-2101.
 - The employer will need UEID # or you full Social Security # to run a report.
 - [Volunteer Waiver for FBI \(Act 114\)](#)
Can only be used if:
 - a) Approved by the building/school administration
 - b) Must meet residency requirement

- [ACT 168](#)
 - In addition to satisfying pre-existing employment requirements of the Public-School Code and the Child Protective Services Law, the hiring entity must require an applicant under consideration for employment in a position where he/she will have direct contact with children to provide contact information for the following:
 - 1. Current employer (regardless of whether the current employer is a school entity or where the applicant is employed in a position that involves direct contact with children); 2. All former employers that were school entities; and 3. All former employers where the applicant was employed in a position that involved direct contact with children.
 - Complete the name and contact information in the top box. Then complete Section 1, **and be sure to sign at the top of the next page.**
 - A separate form must be filled out for each current and former employer. The applicant must also consent to the current/former employer's disclosure of any information regarding abuse and/or sexual misconduct. An applicant for a position involving direct contact with children cannot be hired unless the applicant provides the required information.
- [WBASD Disclosure Statement](#)
 - Must be completed and submitted to the WBASD Human Resources Department prior to appointment.
- [Arrest/Conviction Report and Certification](#)
 - This form needs to be filled out and signed (the employer retains the original of this form).
 - By signing, you are stating that the information provided on this form is correct and complete.
- [School Health Record](#) (includes physical and TB test)
 - This form needs to be filled out with all appropriate signatures and dated within one year of proposed hire date (the employer retains the original of this form). TB test must be completed within one year of date of hire.
- 3 written references with contact information (include email addresses) - preferably from previous employer supervisor. **Please inform all references they will be contacted primarily via email.**
- [Mandated & Permissive Reporter Training](#)
 - Mandatory for all employees and contractors – 3 hours every 5 years
 - Go to: <https://www.reportabusepa.pitt.edu/> for free online course.
 - Submit certificate of completion to Human Resources
- Waiting for PDE approval – Mandatory training for Educators & Administrators – Educator Discipline Act/Professional Relationships/Sexual Misconduct training.

The WBASD reserves the right to discontinue or modify any job posting.

The Wilkes-Barre Area School District is an equal opportunity employer who fully and actively supports equal access for all qualified applicants, regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability status, genetic information or testing, family & medical leave, protected veteran status, or any other characteristic protected by law, and prohibits retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or government, or against any individuals who assist or participate in the investigation of any complaint, or otherwise oppose discrimination. The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Wilkes-Barre Area School District Superintendent, 730 South Main Street, Wilkes-Barre, PA 18711-0375, 570-826-7111