

Northern Tier Community Action Head Start takes great pride in providing all eligible children and families with comprehensive preschool services. Our staff fosters foster healthy, socially-competent children and families. We prefer job applicants only apply to an advertised position.

Here's how you can become part of our team!

All applicants must provide a:

- **Resume with 3 references/including contact information**
- **Cover Letter addressed to Mr. David Greene/Executive Director**

All employees are required to complete the following:

- **FBI Clearance**
- **Pennsylvania State Police Clearance**
- **Pennsylvania Child Abuse Clearance**
- **Health Assessment and TB Test (bi-annually)**

FBI Fingerprint Instructions (cost \$25.75)

1. Go to www.cogentid.com
2. Click on "Pennsylvania".
3. Click on the Department of Human Services (DHS).
4. Under Registration, click on Register Online.
5. Enter personal information (only required to complete information highlighted in yellow)
6. The reason for fingerprint- **childcare employment**
7. After registration is complete, print confirmation page.
8. Take to confirmation page and driver's license to print location nearest you.

Company	City	State	County
<u>Intermediate Unit 9</u>	Smethport	PA	McKean
<u>PA Career Link Potter County</u>	Coudersport	PA	Potter
<u>Grace's Notary Shop</u>	Ridgway	PA	Elk

PA Criminal Record Check (cost \$10.00)

(can do online or mail form in with money order)

1. Go to <https://epatch.state.pa.us>
2. Click on "Submit a New Record Check".
3. Follow directions to complete the clearance check.
4. Print out a copy of the clearance certificate when complete.

PA Child Abuse Clearance (cost\$10.00)/Electronic Submission

1. Child Abuse History Clearance Online: <https://www.compass.state.pa.us/CWIS>
2. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results if your results cannot be processed immediately.
3. Print out a copy of the clearance certificate when complete.
4. Directions for completing a paper copy are also available at this site.