



Dear Applicant:

Thank you for your interest in a position with the Berks County Intermediate Unit (“BCIU”). Please complete and return the enclosed employment application as soon as possible.

Employment with the BCIU requires the submission of certain child abuse history and criminal history clearances; i.e., the Pennsylvania Child Abuse History Clearance, the Report of Criminal History Record Information from the Pennsylvania State Police, and the Report of Federal Criminal History Record Information. **If you possess current (less than one (1)-year old) clearances**, please forward a **photocopy** of the same to my attention at the Berks County Intermediate Unit, 1111 Commons Blvd., P.O. Box 16050, Reading, PA 19612-6050. Please note, however, that the originals of each document must be shown to, and verified by, BCIU staff if you ultimately are offered employment.

If you need the Child Abuse History Clearance form, you may go to BCIU’s website to download the form. To access the form, go to www.berksiu.org and click on “employment” and then on “application forms,” or you may call me to have a form mailed to you.

If you need the Criminal History Record Information, you may process this form online at <https://epatch.state.pa.us> using your credit card, or BCIU can process the form for you upon being offered employment via cash or money order payable to “BCIU.”

If you need the Federal Criminal History Record Information, you must register online at www.pa.cogentid.com or call 1-888-439-2486 Monday through Friday, 8 a.m. to 6 p.m. EST.

Please note that applicants may have an interview without clearances, but BCIU cannot employ anyone without the same.

Please note that the BCIU Child Care Program is licensed through the Pennsylvania Department of Public Welfare (“DPW”), which reserves the right, upon review of one’s Criminal Background and Child Abuse History clearances, to determine that an applicant is not suitable for employment in a child care setting. Therefore, should your clearances be returned with any type of criminal record or child abuse finding, the same will be submitted to DPW if you still wish to be considered for employment with our organization.

If your qualifications meet our needs, you will be contacted for an interview. However, if you are not contacted, we will retain your application for one (1) year.

Please let us know of any accommodations that would be required for an interview to take place. Thank you again for your interest and your prompt attention to sending us your completed application.

Please feel free to contact me at 610.987.8476 or kelhol@berksiu.org if you require additional information.

Sincerely,

Kelly Hollenbach
Human Resources Specialist

WORK EXPERIENCE

List employment in chronological order, starting with the most recent position.

Employer's Name, Address, Telephone Number	Employed		Job Description	Reason for Leaving
	from	to		

REFERENCES

Name	Address	Position	Telephone Number

ADDITIONAL INFORMATION

Applying for: Permanent Work Temporary Work Other _____

Summarize special skills and qualifications acquired from employment or other experiences which would make you better qualified for the job for which you are applying (for example, driver's license, typing, shorthand, professional license):

1. I hereby authorize BCIU to contact school, college, employment, and all other sources for the purpose of investigating and verifying statements and references herein, and I hereby authorize said sources to disclose such records and other information as may be requested by the prospective employer.
2. I understand that any false statements in this application may be sufficient cause for discharge if I am employed.
3. I understand that any offer of employment is conditioned upon my successfully passing a drug abuse screen.
4. The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the BCIU Director of Human Resources of any and all reasonable accommodations that will be required.

(ATTACH ADDITIONAL DOCUMENTS IF NECESSARY)

Signature of Applicant