

**WHITEHALL-COPLAY SCHOOL DISTRICT**  
**2940 MacArthur Road**  
**Whitehall, PA 18052**

[www.whitehallcoplay.org](http://www.whitehallcoplay.org)

**TEACHING POSITION CHECKLIST**

Thank you for your interest in a position with Whitehall-Coplay School District. Please read carefully the following directions for the completion of an application.

We ask that you collect ALL the documents listed below and submit all of them at the same time to the District Office. **Only complete applications**, including components listed below, will be considered for employment.

IF YOU HAVE ALREADY SUBMITTED THE STANDARDIZED STATE APPLICATION, PLEASE VERIFY THAT ALL OF THE APPLICATION COMPONENTS LISTED BELOW WERE INCLUDED.

**I hereby verify that the following items are/were included in my application packet. (please check)**

- \_\_\_\_\_ 1. A cover letter outlining the position(s) for application.
- \_\_\_\_\_ 2. Completed application (including essay).
- \_\_\_\_\_ 3. Updated resume.
- \_\_\_\_\_ 4. A copy of my PDE certificate (or)
- \_\_\_\_\_ 5. A copy of my PDE certificate will be forwarded upon receipt from PDE.
- \_\_\_\_\_ 6. A copy of my Act 34, Criminal History Check.
- \_\_\_\_\_ 7. A copy of my Act 151, Child Abuse History Check.
- \_\_\_\_\_ 8. A copy of my FBI Fingerprint-Based Background Check.
- \_\_\_\_\_ 9. A copy of my School Personnel Health Record to be submitted upon conditional offer of employment.
- \_\_\_\_\_ 10. A copy of my transcripts. (Official transcripts necessary before hire).
- \_\_\_\_\_ 11. Praxis scores
- \_\_\_\_\_ 12. Three letters of recommendation. (Copies are acceptable).

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*(Applicant's Signature)*

Thank you for your interest in the Whitehall-Coplay School District. If you have any questions regarding this form or attached documents, please call 610-439-1431, ext. 1020. Your application will remain in our active file for a period of one year.

***Please return this form with your application.***