

Bausman Memorial United Church of Christ

Clearance Requirements for **Paid Nursery Employees (Age 18 and Older)**

To comply with Pennsylvania law and Bausman Memorial United Church of Christ's Safe Church Policy, all paid nursery employees (18 years of age and older) must complete the required background clearances before beginning employment.

Required Clearances Please provide copies of the following **Employment** clearances:

- ☐ Pennsylvania State Police Criminal History Record Check
- ☐ Pennsylvania Child Abuse History Certification
- ☐ FBI Criminal History Background Check (Fingerprinting)

Employment Clearances The clearances submitted must be completed as **Employment** clearances. Volunteer clearances cannot be accepted for paid employment.

Fees Applicants are responsible for paying the fees associated with obtaining the required employment clearances. Upon successful employment, Bausman Memorial United Church of Christ will reimburse the applicant for these costs upon submission of receipts or other acceptable proof of payment.

Renewal Pennsylvania background clearances must be renewed every **five (5) years** in accordance with Pennsylvania law.

Employment Eligibility Employment as a Nursery Attendant is contingent upon:

- Receipt of all required clearances.
- Review and approval of the clearances by Bausman Memorial United Church of Christ.
- Completion of all other pre-employment requirements.

Where to Apply Applications for all Pennsylvania background clearances are available through the Pennsylvania Department of Human Services (DHS) Child Abuse Clearances website.

<https://www.pa.gov/agencies/dhs/resources/keep-kids-safe/child-abuse-clearances>

