



Twin Spring Farm Day Camp and School  
 1632 East Butler Pike  
 Ambler, PA 19002  
 215 646-2665  
 www.twinspringfarm.com  
 Jobs@twinspringfarm.com

**APPLICANT INFORMATION**

Last Name		First	M.I.	Date
Street Address			Apartment/Unit #	
City		State	ZIP	
Phone		E-mail Address		
Date Available	Social Security No.		Desired Salary	
Position Applied for				
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	

**EDUCATION**

High School		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other		Address			
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

**REFERENCES**

Please list three professional references.

Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	
Full Name	Relationship
Company	Phone ( )
Address	

**PREVIOUS EMPLOYMENT**

Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone ( )	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**DISCLAIMER AND SIGNATURE**

Applicants must Knowingly be able to successfully pass all Child Clearances required by Act 34, Act 114, and Act 151 of the PA Dept. Of Education and PA Department of Welfare before submitting this application. Confirmation of these clearances must be on file before first day of employment.

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature

Date

## **PENNSYLVANIA FBI FINGERPRINT CLEARANCE (ACT 114)**

Money orders are made payable to Cogent Systems. No cash, personal or business checks are accepted at print locations. Payment may be made online at [www.pa.cogentid.com](http://www.pa.cogentid.com)

The fingerprint-based background check is a multiple-step process:

1. The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location.

Registration is available online 24 hours/day, seven days per week at [www.pa.cogentid.com](http://www.pa.cogentid.com).

Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.

2. The applicant will pay a fee for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. **No cash transactions or personal checks are allowed.**

a. Cogent Systems will also establish a billing procedure for these services from an appropriate requesting agency that is willing to pay the applicant's fee. Billing may only occur after the requesting agency has completed the Cogent Systems' Agency Pay Agreement. To establish a billing account visit the website [www.pa.cogentid.com](http://www.pa.cogentid.com) and download an application. The billing account must be established prior to sending applicants to the fingerprint site.

3. The applicant proceeds to the fingerprint site of their choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site will be posted on Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). The location of fingerprint sites may change over time so applicants are encouraged to confirm the site location nearest to their location.

4. At the fingerprint site the Applicant Livescan Operators (ALO) manage the fingerprint collection process.

5. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website at [www.pa.cogentid.com](http://www.pa.cogentid.com). Applicants will not be processed if they cannot produce an acceptable photo ID.

6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

7. The applicant's scanned fingerprints will be electronically transmitted to the FBI as required by federal statute.

8. DPW / PDE will receive the Federal Criminal History Record from the FBI. DPW's Background Check Unit through ChildLine and Abuse Registry will return the Federal Criminal History Record to the applicant. The Record will be printed on standard 8.5" X 11" paper that when copied will reveal "Void if Copied.". This does not prohibit an employer from copying the applicant's results letter, it is solely a means to verify that it is an official record.

9. The applicant will then provide the Federal Criminal History Record to their prospective employer.

### **Inquiries or Questions**

All information regarding process, policy, and fingerprinting locations may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com) - Fingerprint applicants should contact (717) 783-6211.

### **CRIMINAL RECORD CHECK INSTRUCTIONS (ACT 34)**

To obtain the Act 34 (Criminal Clearance) you may download the form on our website under the (About) tab or use [www.pde.state.pa.us](http://www.pde.state.pa.us) to download a form. Completion online is also available at <https://epatch.state.pa.us/>

As long as the report comes back "NO RECORD" the clearance is good. If the record comes back "RECORD UNDER INVESTIGATION" we will not be able to accept this clearance until the original clearance from Harrisburg is brought into the Office showing what charges are associated with this employee.

### **CHILD ABUSE CLEARANCE (ACT 151)**

To obtain the Act 151 (Child Abuse Clearance) you need to download the form from [www.pde.state.pa.us](http://www.pde.state.pa.us). The form is also available on our website under the (About) tab. The forms must be filled out completely and mailed with the required money order to The Department of Public Welfare. The original clearance will be mailed to each individual employee's home address.

**ALL CLEARANCES ARE GOOD FOR ONE YEAR FROM THE DATE OF THE CLEARANCE. AS LONG AS YOU REMAIN ON THE SAME JOB FOR MORE THAN ONE YEAR, THE CLEARANCE WILL BE GOOD FOR THE DURATION OF THE JOB.**