

## **PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION & PA STATE POLICE CRIMINAL RECORD CHECK APPLICATIONS— GENERAL CAMP INSTRUCTIONS**

These are two -of three- clearances required for your employment at the South Mountain YMCA Camps. Follow the instructions provided for the FBI Criminal History Clearance.

1. The forms are in a fillable PDF format. You can open and complete them from any browser (Safari, Google, Edge) or from Adobe Acrobat Reader.
2. You only have to enter your information once. The form copies the same fields throughout the different pages. If you decide to fill out by hand, you'll have to complete all fields in all pages.
3. You will find the full instructions to complete the PA Child Abuse History Certification Application on pages 6 and 7.
4. Completed forms (Pages 1-5) must be uploaded along with the offer letter to camp brain.

### **Page 1 PA CHILD ABUSE HISTORY CERTIFICATION**

PURPOSE OF VERIFICATION default option: "An individual 14 years..."

(Only Junior Counselors must change to "Volunteer having direct...")

Leave PAYMENT AUTHORIZATION CODE in blank (Camp will complete it)

You need to enter the following information

#### **APPLICANT DEMOGRAPHIC INFORMATION**

- i. First name, Middle Name, Last Name, Suffix
- ii. SSN, Gender, Date of Birth, Age

#### **ADDRESSES**

- iii. Home (and mailing address if applicable)

#### **CONTACT INFORMATION**

- iv. Phone numbers
- v. Email address

### **Page 2 PA CHILD ABUSE HISTORY CERTIFICATION**

#### **PREVIOUS NAMES USED SINCE 1975**

- vi. First, Middle, Last name, Suffix (If no other names, list just the current name)

#### **PREVIOUS ADDRESSES SINCE 1975**

- vii. Addresses (US format: Street, number, Town/City, State, Zip Code, Country)

#### **HOUSEHOLD MEMBERS SINCE 1975**

- viii. Full name, Relationship, Present Age and Gender of each member since 1975)

#### **DATE AND SIGNATURE**

### **Page 3 CONSENT RELEASE FORM**

Nothing! (pre-filled)

### **Page 4 CONSENT RELEASE FORM**

Applicant's Signature

### **Page 5 PA STATE POLICE CRIMINAL RECORD CHECK APPLICATION**

- ix. Maiden Name and/or aliases, Sex and Race.