

VARHA Class Aide APPLICATION

Name: _____

Address: _____

Email address: _____

Home number: _____ Cell number: _____

When is the best time to reach you? _____

Do you have previous experience working with horses? Please specify. _____

Do you have any physical conditions that would impact your ability to help with a lesson (e.g., knee, back, or shoulder problems)? Please specify. _____

Do you have previous experience working with children and adults with disabilities? _____

List any other skills or training you have which may be of benefit to our program: _____

Please indicate your availability, anytime between 8 AM - 8 PM. Your actual schedule would be arranged with the Executive Director following your training and orientation:

Sunday _____

Thursday _____

Monday _____

Friday _____

Tuesday _____

Saturday _____

Wednesday _____

By signing below, I agree to indemnify, defend, and hold harmless VARHA and their respective employees, agents, and representatives, from and against all claims, demands, causes of action, losses, costs, and expenses (including reasonable attorneys' fees) (collectively, "Losses") arising in favor of any person on account of or as a result of my negligence or willful misconduct, or bodily injury and property damage resulting from or incident to my involvement with VARHA.

(Applicant Signature)

(Date)

(Parent or Guardian's Signature (if Applicant is under 18 years of age))

(Date)

Note: The State of Pennsylvania now requires online Mandated Reporter Training for ALL employees (regardless of age) interacting with children. In addition, all employees 18 or older are required to complete certain clearance reports.

Before working with our riders, you will be required to complete both Training at VARHA and state-mandated reports applicable to you. See following pages for Instructions.

Please complete and email this Application to: varhacenter@verizon.net
or postal mail to: 150 Wagner Drive ~ Franklin PA 16323

Thanks for your interest in working at VARHA! Our Executive Director will contact you to schedule an interview.

PENNSYLVANIA STATE LAW REQUIRED CLEARANCES AND TRAINING FOR EMPLOYEES AT VARHA

Requirements 1-3 apply to every adult, age 18 or older, for employment in Pennsylvania. Requirements 4 and 5 apply to EVERY employee, regardless of age. You cannot work at VARHA without completing requirements that apply to you.

1. PA ACT 113 (PA CHILD ABUSE HISTORY CLEARANCE, FOR ALL ADULTS 18+)

There are two options for completing your PA Child Abuse History Clearance: Online or By Mail. Online is much faster and strongly encouraged. For both options, you will need the following information:

- o Addresses where you have previously lived; partial addresses are acceptable;
- o Names of all individuals with whom you have lived to include parents, guardians, siblings, spouses, etc.
- o Any previous names you have used or have been known by
- o \$10 application fee*, payable by credit/debit card when applying online or money order by mail.

1a. PA ACT 113 ONLINE INSTRUCTIONS (RECOMMENDED METHOD)

Visit: <https://www.compass.state.pa.us/CWIS/Public/Home>

Click on "CREATE A NEW ACCOUNT" and scroll to the bottom of the next page and click Next. Fill in the necessary information. You will be emailed a temporary password from the Commonwealth of Pennsylvania; copy and paste the temporary password to log in. Go back to the link above and click "Log In," then click "Access My Clearances." On the "Learn More" page that will be displayed, scroll down to bottom right and click "Continue." Log in with your temporary password and change your password to a password known only to you. Log in again with your own chosen password. Read "Terms and Conditions," and click "I have read and fully understand and agree to the My Child Welfare Account Terms and Conditions." Click "Next" button on bottom right of page. Review the "Learn More" page. When ready, click "Continue" at the bottom right and create your Clearance Application. When finished completing this online application, you may be presented with immediate clearance history results. Save this clearance history report (a PDF file). You will also receive this same clearance history report by mail.

1b. PA ACT 113 BY MAIL INSTRUCTIONS (TAKES 4-6 WEEKS)

Visit: http://www.dpw.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf

Download and complete the CY 113 CHILD ABUSE HISTORY CLEARANCE FORM, mail it to the address indicated, and wait for the results to be mailed back to you. It may take 4-6 weeks to receive your clearance history report by mail. Please be sure to make a photocopy of the completed form along with the receipt for any payment sent with the form. On this form the appropriate box to check for Purpose of Clearance is "Employment".

2. PA ACT 34 (PA CRIMINAL RECORD CHECK, FOR ALL ADULTS 18+)

There are two options for completing your PA Criminal Record Check Report: Online or By Mail. It is highly recommended that you complete this application online as you will receive your results instantly.

2a. PA ACT 34 ONLINE INSTRUCTIONS (RECOMMENDED METHOD)

Visit: <https://epatch.state.pa.us/RecordCheckHome.jsp>. At the top of the page, select "Record Check" then "New Record Check". When completing the form, answer "For Reason: Employment." When completed, click on the "Certification Form" button and print and save the results page with the state seal watermark.

2b. PA ACT 34 BY MAIL INSTRUCTIONS (TAKES 4-6 WEEKS)

Visit: <https://epatch.state.pa.us/RecordCheckHome.jsp>. If you are unable to complete the online Criminal Record Check, you may fill out a printed copy of this form and mail it to the appropriate address listed on the form. It may take 4-6 weeks to receive your record check letter.

3. PA ACT 153 (FEDERAL CRIMINAL HISTORY FINGERPRINTING, FOR ADULTS 18+ WHO HAVE LIVED OUT OF STATE AT ANY TIME DURING THE PAST 10 YEARS)

3a. ADULTS RESIDING IN PA FOR THE PAST 10 YEARS

If you are over the age of 18 who has resided in the state of Pennsylvania for the past 10 years, you may but are not required to complete Federal Criminal History Fingerprinting. However, you must still complete the attached VARHA form swearing that you have not been convicted of a criminal offense that would otherwise disqualify you from working with children.

3b. ADULTS RESIDING OUTSIDE OF PA AT ANYTIME IN PAST 10 YEARS

Visit: www.pa.cogentid.com. Select the Pennsylvania Department of Public Welfare (DPW) link. Do NOT select the PA Dept of Education link. Read all instructions very carefully. All applicants MUST register at this website or by phone at 1888-439-2486 prior to visiting an approved fingerprinting location to have your fingers printed. Applicants are required to pay a one-time fee of \$27.50, either online by credit card, or at the fingerprinting site by money order or cashier's check. Print, save, and take your application receipt to an approved fingerprinting location. Approved fingerprinting locations can be found by visiting: https://www.pa.cogentid.com/index_dpwNew.htm

You will receive your Federal Criminal History Clearance letter by postal mail within a few weeks of having your fingers printed. For people with dry or cracked fingertips, you may be asked to return to be printed again – don't be alarmed if this happens; they are just trying to get readable prints.

4. PA ACT 31 (MANDATED REPORTER ONLINE TRAINING) Every person who assists a child receiving a lesson, camp, etc., at VARHA is considered by the State of Pennsylvania as a “mandatory reporter” of child abuse. As such, you are required by law to complete Mandated Reporter Training, an online training course that can take anywhere from less than an hour to 2 hours. Visit:

https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1

Click on the Registration tab in the upper middle portion of the screen. Complete the registration process in order to log in. Please log in and complete the online training course. Upon completion of the course, please save or print out the certificate. You **MUST** complete this online training before you can begin. The online training is free to the public, and helps you understand what it means to be a mandated reporter.

5. SUBMIT ELECTRONIC OR PAPER COPIES OF ALL CLEARANCES, TRAINING CERTIFICATE, AND SIGNED STATEMENT TO EXECUTIVE DIRECTOR

You must submit copies of all required PA and Federal Clearance Reports that apply to you, as well as your Mandated Reporter Training Certificate and one of the following forms to the VARHA Executive Director. You may also bring paper copies to training or your first shift, but remember that you cannot work without completing the requirements that apply to you.

*If you already have clearance reports (steps 1-3) that you purchased for yourself within the past year, copies of these reports may be submitted to VARHA. However, by state law, if your clearance reports were paid for by an employer or another agency, you must obtain new clearance reports for VARHA.

All VARHA Employees over the age of 18 must complete one of the following forms, as applicable.

Signed Statement for VARHA Employees (ages 18+) subject to Requirement #3a

In compliance with the Federal Clearance requirement (6344(b) (3)) in PA House Bill 1276 and Act 153, I _____ do affirm that I resided within Pennsylvania for the entire past ten years. I swear and affirm that I am not disqualified from service pursuant to section 6344(c) and have not been convicted of an offense similar in nature to crimes listed in section 6344(c). I am applying to work in the VARHA program and will obtain my ACT 113 (CHILD ABUSE HISTORY CLEARANCE) and ACT 34 (CRIMINAL RECORD CHECK) and will complete the Mandated Reporter Training online and bring records of all of these actions to the Executive Director at VARHA before assisting riders with lessons, camps, etc., at VARHA.

(Signature)

(Date)

.....OR.....

Signed Statement for VARHA Employees (ages 18+) subject to Requirement #3b

In compliance with the Federal Clearance requirement (6344(b)(3)) in PA House Bill 1276 and Act 153, I _____ do affirm that I resided outside of Pennsylvania at some time during the past ten years. I am applying to work at VARHA and will obtain my ACT 113 (CHILD ABUSE HISTORY CLEARANCE), ACT 34 (CRIMINAL RECORD CHECK), and FBI FEDERAL CRIMINAL HISTORY FINGERPRINTING) and will complete the Mandated Reporter Training online and bring records of all of these actions to the Executive Director at VARHA before assisting riders with lessons, camps, etc., at VARHA.

(Signature)

(Date)