Documentation needed for employment into the

Substitute Aide Pool Program

☐ **High School or GED Diploma.**

☐ **Documentation of citizenship/naturalization/resident alien status: one of the following forms of documentation is acceptable:**
- Birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the US Virgin Islands, American Samoa, or the Northern Mariana Islands.
- United States passport.
- Report of birth abroad of a US Citizen (FS-240) issued by the State Department
- Certificate of birth-foreign service (FS-545) issued by the State Department
- Certificate of naturalization (Form N-550 or N-570) issued by the INS.
- Certificate of citizenship (Form N-560 or N-561) issued by the INS.

OR

☐ **Documentation of status as a lawful permanent resident of the US: one of the following forms of documentation is acceptable:**
- Permanent resident card, INS form I-551.
- Alien Registration Receipt Card, INS form I-551.
- Passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

☐ **PA Criminal, Child Abuse Clearances, and FBI fingerprint check and National Sex Offender Registry check.**

☐ **Government issued photo ID.**

☐ **Social Security card.**

☐ **Cancelled check or statement from banking institution with routing number for direct deposit.**