

New Employee Paperwork, Clearances and Trainings Quick Links

Updated June 2020

Below are quick links for all documentation required of prospective MQA/Diocese of Greensburg Employees:

The following items need to be completed and submitted to MQA along with your resume, references and applicable teaching certificates in order to be considered for employment:

- **Diocesan Application:**
<https://www.mqaschool.org/Documents/Diocesan%20Application.pdf>
- **Diocesan Code of Conduct**
http://www.dioceseofgreensburg.org/about/Documents/Greensburg_Code_of_Pastoral_Conduct.pdf
*Signature page only needs to be returned.
- **Act 168**
https://www.dioceseofgreensburg.org/about/Documents/Act168_form.pdf
* **This form must be completed for ALL current and former employers for which you had contact with children.** You may need to make additional copies. **Please only complete through Section 1 and return to our office.**
- **Act 24 Clearance Form**
http://www.dioceseofgreensburg.org/about/Documents/Act24_form.pdf
- **PA Mandated Reporter Training**
https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=2_1
- **Protecting Gods Children Awareness Training – VIRTUS**
https://www.virtusonline.org/virtus/reg_0.cfm?theme=0
- **PA Criminal History Form**
<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.VKLYhZCfA>
- **PA Child Abuse Form**
<https://www.compass.state.pa.us/cwis/public/home>
*When prompted, select **School Employee NOT governed by Public School Code**
- **FBI Fingerprint Check**
<https://uenroll.identogo.com/workflows/1KG6TR>
*When prompted, enter service code: **1KG6TR**

If you are being hired by MQA or the Diocese of Greensburg and you have the aforementioned clearances that are new for the year of your hire at MQA but you did not order these clearances specifically for employment at MQA, you are permitted to submit the clearances you ordered, but would have to also submit the following affidavit for those clearances:

- **Affidavit:**
<http://www.dioceseofgreensburg.org/about/Documents/AFFIDAVIT%20for%20Employees.pdf>

DO NOT send your application, certificates, resume, clearances, etc. in separately or one at a time as they are completed. Please wait until you have completed and collected everything before submitting them to MQA. Also, remember to keep a copy for your personal records. Any questions can be directed to our office at (724) 339-4411.

Thank you for your interest in employment with Mary Queen of Apostles School.

Accredited by Middle States Association of Colleges and Schools

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