

CANDIDATE INSTRUCTIONS: Complete all of page 2 & top 1/3 of page 3 including your signature & date. Return this form to School District (hiring entity).

Act 168 Sexual Misconduct/Abuse Disclosures - Most Often Asked Questions.....

Q: Do I have to send the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release form to every person/entity for whom the applicant ever worked?

A: No, Act 168 specifically states that the form must be distributed to:

- (a) the applicant's current employer(s);
- (b) all former employers that were school entities; and
- (c) all former employers where the applicant was employed in a position that involved direct contact with children.

Former employers who do not meet these criteria do not need to be included in the employment history review.

Q: Does the employment history review have to include current employers that are not school entities and where the applicant did not have direct contact with children?

A: Yes.

Q: Must the employment history review include out-of-state employers?

A: Yes.

Q: Must the employment history review include volunteer positions that the applicant held?

A: No. However, prospective employers may wish to contact those entities for which the applicant worked as a volunteer, particularly if the applicant had direct contact with children.

Q: Is there a limit on the number of years we have to go back when reviewing the applicant's work history?

A: No. Act 168 requires the applicant to disclose all former employers that were school entities and/or where the prospective employee had direct contact with children and the employment history review conducted by the hiring entity must include all such employers listed by the applicant.