

# *Pangburn Public Schools*

*Dr. Kathy Berryhill, Superintendent  
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August 2016

**To: Applicants wanting to Substitute or Apply for a PSD Open **CLASSIFIED** Position:**

Items must be completed & APPROVED by AR Dept. of Education

- PSD Classified Employee Application: (return to PSD Admin Office) when completed.
- See included MAL-TREATMENT FORM: must be notarized as well as send required money order or personal check.
- Fingerprint & Background check: see the ADE red printed form—complete information, and also must be notarized, then mailed to ADE address as designated.
- Contact Wilbur Mills Co-op about appointment for ELECTRONIC FINGERPRINTING, Call Teresa Lee at 501-882-5467 for appointment and then go online at [www.ar.gov/ADEbackground](http://www.ar.gov/ADEbackground) which requires person to put in district information, Classified Employment, an email address and pay for fingerprinting cost by credit or debit card.

For further questions contact Administration Office: Sheila Tharp or Dr. Kathy Berryhill

**+ The above process takes about 2 months to complete BEFORE YOU CAN SUB OR BE HIRED IN THE DISTRICT. +**

*Dr. Kathy Berryhill, Superintendent*

*--District Board of Education--*

*President – Mikel McCord, Vice President – Mark Flint, Secretary – Nikki King, Members: Trey Reaper & Lori Huggins  
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