

**Union City Area School District  
Administration Office  
107 Concord Street  
Union City, PA 16438**



## Substitute School Nurse application packet documents

- Letter of Interest
- Resume
- Copy of current Pennsylvania RN license
- Two (2) letters of recommendation
- \*Current approved PA State Police Request for Criminal Record Check certification form (with PA State Seal watermark). (Cannot be the free volunteer clearance.)
- \*Current approved PA Child Abuse History Clearance (*Note: If issued prior to 1/1/15, the original approved PA Child Abuse History Clearance must be brought to the Administration Office for verification prior to first day of employment.*) (Cannot be the free volunteer clearance.)
- \*Current approved FBI Federal Criminal History Record (If more than one year old, must submit the unofficial paper copy of the record provided to the applicant on PDE letterhead or a copy of the Criminal History Record Information "Rap Sheet" from your current employer.)
- ^Arrest/Conviction Report and Certification form (PDE-6004 dated 3-1-16)
- ^Completed signature sheet from Acceptable Use of Instruments of Technology and Use of Social Media policies.
- ^Completed "Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release" form(s) (applicant's portion up to Section 2 only). **The form(s) will be sent to each current or former qualifying employer by the Superintendent's office. You will not be permitted to start observing or working until the forms have been completed by current and/or former employer and returned.**
- Copy of the Recognizing and Reporting Child Abuse Training certificate of completion.
- Proof of current Tb test (Must be less than one year old as of date application is received by the Administration office. Must be submitted prior to first day of employment.)
- Copy of current CPR/AED training, if available
- If applicable, copy of PA Certified School Nurse certificate as issued by the PA Department of Education

\*Must be less than five years old

^ Applications are available on the District website ([www.ucasd.org](http://www.ucasd.org)) under the Employment tab

Please forward your completed application packet to:

Ann Sill, Secretary to the Superintendent and School Board  
Union City Area School District  
107 Concord Street  
Union City, PA 16438

**You will receive notification by mail once you've been approved by the School Board.**