

# Union City Area School District

107 Concord Street

Union City, PA 16438

Phone: (814) 438-3804 Fax: (814) 438-2030

District Website: [www.ucasd.org](http://www.ucasd.org)

E-mail: [asill@ucasd.org](mailto:asill@ucasd.org)

## TEACHING APPLICATION PROCEDURES

If you are interested in obtaining a teaching position with the Union City Area School District or would like to work as a substitute teacher for the District, the following credentials must be on file in the Administration Office:

- Letter of Interest
- Resume
- Standard Application for Teaching Positions in Pennsylvania Public Schools
- Copy of active and valid Pennsylvania Teaching Certification
- Copies of college transcripts
- Three (3) letters of recommendation
- Document showing Act 48 status from the PDE website showing continuing education period and hours accumulated.
- \*^Current approved PA State Police Request for Criminal Record Check certification form (with PA State Seal watermark)
- \*^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.*)
- \*^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.)
- ^Completed Arrest/Conviction Report and Certification form (PDE form 6004 dated 3-1-16)
- ^Completed signature sheet from Acceptable Use of Instruments of Technology and Use of Social Media policies
- Copies of the Act 126 Recognizing and Reporting Child Abuse Training certificates (including the Educator Discipline Act training)
- Proof of current Tb test showing no evidence of active tuberculosis. (Must be submitted prior to first day of employment. Must be less than twelve months old as of the date received by the Administration Office.)
- ^Completed "Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release" form(s) (employer and applicant's portion up to Section 2 only)

\*Must be less than five (5) years old. *The free volunteer clearances cannot be used for employment.*

^ Available on District website (Employment tab)

Please forward your completed application packet to:

Union City Area School District

Attn: Ann Sill, Secretary to the Superintendent and School Board

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- To serve as a District substitute, following receipt and review of your complete application packet, your name will be placed on the School Board agenda for approval. Following approval, you will receive notification by mail.
- For those not wishing to substitute: Your application packet will be kept on file for one year.

Once your complete, current application packet is on file with the District, to be considered for a future advertised opening, send only a letter of interest to the requester listed in the posting. Please state in the letter that your application packet is on file at the District Administration Office and that you would like to be considered for the position. You will be notified if additional information is required. Thank you for your interest in the Union City Area School District.