

**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 (Cannot be the free volunteer clearance.)
- *^Current approved FBI Federal Criminal History Record (Submit receipt showing UEID number.)
- ^Arrest/Conviction Report and Certification form (PDE-6004 dated 3-1-16)
- ^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 complete Recognizing and Reporting Child Abuse Training certificate of completion. This must include the Educator Discipline Act portion of the training.
- 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 one (1) year old

^ Applications are available on the District website (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.