

Union City Area School District
107 Concord Street
Union City, PA 16438
Phone: (814) 438-3804
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TO: 2018-2019 Support Staff

FROM: Ann Sill, Secretary to the Superintendent and School Board (Ext. 5454)

RE: **Documents required**

The following documents must be submitted to the District Administration Office before your name can be placed on the agenda for School Board approval:

1. Completed Support Staff Application.
2. Completed Arrest/Conviction Report and Certification Form (Act 24/82 - PDE 6004 dated 3/1/16).
3. Completed signature sheet from Acceptable Use of Instruments of Technology and Use of Social Media policies.
4. Completed Act 168 of 2014 Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release form(s) as per instructions. (One copy is attached. Depending on your current and previous employment, several forms may be required. You may make copies as needed or secure additional forms from the District Administration Office. I will send these forms to your current/former employer.)

The following documents must be submitted to the District Administration Office before you can begin working or observing:

1. +*The **Pennsylvania State Police Request for Criminal Record Check** certification form (with PA State Seal watermark).
2. +*The **Pennsylvania Child Abuse History Clearance**.
3. +*The **FBI Criminal History Record (fingerprint check)**. (Submit receipt showing UEID number.)
4. **Act 126 Recognizing and Reporting Child Abuse Training** (including the Educator Discipline Act training). Please follow instructions on the letter which will be mailed to you following approval. This is a free, three-hour training. Submit a copy of your certificates of completion of training.
5. Proof of a **current Tb test** showing no evidence of active tuberculosis. (NOTE: The test date must be no more than twelve months prior to submission of proof to the District.)

The Sexual Misconduct/Abuse Disclosure release form(s) (#4 in above section) must be completed by any current or qualifying former employers and returned by them to my attention before you are permitted to start working or observing.

Once you have been approved by the School Board, you will receive notification.

+ Links are available on the District website (www.ucasd.org) under the Employment tab for those preferring to apply on-line which often has instant results. Paper applications are attached, however, mailing the forms may take 2-4 weeks for results to be returned to you.

* Must be less than one (1) year old. The free volunteer clearances cannot be used for employment.

If you have any questions, please call me at the phone number and extension as listed above.