

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

SUPPORT STAFF APPLICATION

Date _____

NAME _____

COMPLETE ADDRESS _____

PHONE _____ ALTERNATE PHONE NUMBER _____

E-MAIL ADDRESS _____

Please check position(s) for which you are applying:

- CAFETERIA
- CLASSROOM / INSTRUCTIONAL AIDE
- SECRETARY / CLERICAL AIDE
- CUSTODIAL/CLEANING
- MAINTENANCE

I am applying for a position with the District. Yes No

I would like to be placed on the District substitute list, if needed. Yes No
[You will be notified if District substitutes are needed in the area(s) you have indicated.]

The following documents are required of all new support staff employees prior to approval:

- Arrest/Conviction Report and Certification form
- Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release form(s) (Act 168)

The following documents will be required of all new support staff employees following approval and prior to employment:

- *Pennsylvania State Police Request for Criminal Record Check
- *Pennsylvania Child Abuse History Clearance
- *FBI Criminal History Record (fingerprint check - receipt or PDE letter showing UEID number)
- Act 126 Recognizing and Reporting Child Abuse training certificates (including the Educator Discipline Act certificate)
- Proof of current Tb test (NOTE: Test must be administered within three (3) months prior to the date the District receives the form.)

*Must be the paid clearances for employment and must be less than one year old.

Additionally, the completed Act 168 form(s) must be received by the Superintendent's Secretary from the current/former employer(s) prior to employment.

EDUCATION

High School _____ Highest Grade Completed _____
College/Business School/Technical School _____
Years attended _____ Degree _____
Other education _____

PREVIOUS EMPLOYMENT

PLACE	POSITION	DATES	HOURLY PAY

PROFESSIONAL REFERENCES

Please list three people who can be contacted for reference information.

NAME	ADDRESS	PHONE NUMBER

Please list any other previous experience applicable to the position for which you are applying.

Please check all skills in which you have experience or training:

- | | | |
|---|--|-----------------------------------|
| <input type="checkbox"/> Child Care (home) | <input type="checkbox"/> Waitress/food service | <input type="checkbox"/> Typing |
| <input type="checkbox"/> Library work | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Computer |
| <input type="checkbox"/> Arts/crafts | <input type="checkbox"/> Math skills | Other skills |
| <input type="checkbox"/> Mechanical ability | <input type="checkbox"/> Electrical skills | _____ |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Construction | _____ |

Union City Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, Title IX and Section 504.