

Union City Area School District
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Union City, PA 16438
Phone: (814) 438-3804
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TO: 2020-2021 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).
3. + Completed Act 168 of 2014 Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release form(s) as per instructions. Depending on your current and previous employment, several forms may need to be completed. Complete to Section 2. I will then send these forms to your current/former employer(s).

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 copy of receipt showing UEID number.)
4. **Various Safe Schools Trainings, including the two Act 126 Recognizing and Reporting Child Abuse Trainings**. A link to these free trainings will be emailed to you. **I will need a copy of your certificates of completion for the Act 126 trainings ONLY.**
5. Proof of a **current Tb test** showing no evidence of active tuberculosis. (NOTE: Test must be administered within three (3) months prior to the date the District receives the form.)

The Sexual Misconduct/Abuse Disclosure release form(s) (#3 in top 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 to these documents/applications are available on the District website (www.ucasd.org) under the Employment tab. Paper applications are available at the District Administration Office.

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

If you have any questions, please email me at asill@ucasd.org.