

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
E-mail: asill@ucasd.org

TEACHING APPLICATION PROCEDURES

If you are interested in obtaining a teaching position with the Union City Area School 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
- *[^]Current approved FBI Federal Criminal History Record (Submit copy of receipt showing UEID number or copy of unofficial letter received from PDE showing UEID number.)
- [^]Completed Arrest/Conviction Report and Certification form (PDE form 6004 dated 3-1-16)
- Copies of the Act 126 Recognizing and Reporting Child Abuse Training certificates (including the Educator Discipline Act training) less than five years old.
- Proof of current Tb test showing no evidence of active tuberculosis. [Must be submitted prior to first day of employment. Test must be administered within three (3) months prior to the date the District receives the form.]
- [^]Completed "Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release" form(s) for all qualifying employers (completed up to Section 2 only)

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

[^] Links to applications/forms 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
107 Concord Street
Union City, PA 16438

- Your application packet will be kept on file for two years.

Once your 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 specific position. You will be notified if additional information is required.

NOTE: If you wish to serve as a **day-to-day substitute teacher for the school district, please contact Ms. Jamie Thompson, District Manager, ESS Northeast, LLC, at Jthompson@ess.com or by calling 814-602-0758.**

Thank you for your interest in the Union City Area School District.