

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.iu5.org

TEACHING APPLICATION PROCEDURES

If you are interested in obtaining a teaching position with the Union City Area School District or would like to serve as a substitute teacher for the 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 Pennsylvania Teaching Certification
- Copies of college transcripts
- Three (3) letters of recommendation
- Proof of Act 48 status
- *Current Criminal Background Clearance (Act 34)
- *Current Child Abuse History Clearance (Act 151)
- *Current FBI Criminal History Record (Act 114)
 *Must be less than one year old

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

- If you desire to serve as a daily substitute: Your name will be placed on the School Board agenda for approval at the next regular School Board meeting following receipt of your completed packet. You will be notified by mail when your name has been added to the substitute list.
- For those not wishing to substitute: Your application packet will be kept on file for one year.

Once your complete packet is on file with the District, to be considered for an 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 position. You will be notified if additional information is required.

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