Union City Area School District
107 Concord Street
Union City, PA   16438
Phone: (814) 438-3804 ext. 5454
Fax: (814) 438-2030

TO: Support Staff Applicants

FROM: Lisa Rosenthal, Secretary to the Superintendent and School Board

RE: **Documents required**

The following documents must be submitted to the District Administration Office <u>before your name can be submitted to the School Board for approval</u>:

1. Completed <u>Support Staff Application</u> (attached) ♦

2. Completed <u>Arrest/Conviction Report and Certification Form</u> (Act 24/82 - PDE 6004) (attached) ♦

3. Completed Act 168 of 2014 <u>Commonwealth of PA Sexual Misconduct/Abuse Disclosure Release form(s)</u> 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). (one copy attached) ♦

The following documents must be submitted to the District Administration Office prior to assignment start date:

1. The Pennsylvania State Police Request for Criminal Record Check (Act 34) ●♦

2. The Pennsylvania Child Abuse History Clearance (Act 151) ●♦

3. The FBI Criminal History Record (Act 114) ●♦

4. <u>Various Safe Schools Trainings.</u> A link to these free trainings will be emailed to you.

5. Proof of a <u>Current Tb Test</u> showing no evidence of active tuberculosis.   (NOTE: Test must be administered within three (3) months prior to the date the District receives the form.)

6. Proof of a <u>Current Physical Examination</u> (less than six (6) months old).

Completed Act 168 Form(s) (#3 in top section) must be submitted by any current or qualifying former employer, and returned to the attention of Lisa Rosenthal before assignment start date.

● Links to these documents/applications are available on the District website ([www.ucasd.org)](http://www.ucasd.org) under the Employment tab. Paper applications are available at the District Administration Office upon request.

♦ Issue date must be less than six (6) months old. *(The free volunteer clearances cannot be used for employment.)*

Please email any questions to lrosenthal@ucasd.org, or call (814) 438-3804 ext. 5454.

Revised 7.26.21