

**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](http://www.ucasd.org)  
**E-mail:** [lrosenthal@ucasd.org](mailto:lrosenthal@ucasd.org)

## **TEACHER APPLICATION PROCESS**

Please submit the following credentials/documents to the Union City Area School District if you are interested in obtaining a Teaching Position with the district:

- ❖ 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
- ❖ Proof of Act 48 Hours (if applicable)
- ❖ Current PA State Police Request for Criminal Record Check Certification (Act 34) ♦♦
- ❖ Current PA Child Abuse History Clearance (Act 151)
- ❖ Current FBI Federal Criminal History Record (Act 114) ♦♦
- ❖ Completed Arrest/Conviction Report and Certification form (PDE form 6004) ●
- ❖ Copies of the Act 126 Part 1 (Recognizing and Reporting Child Abuse) and Act 126 Part 2 (Educator Discipline Act Training) Certification 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.]
- ❖ Proof of current Physical Examination (Must be less than six months old.)
- ❖ 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 six (6) months old prior to employment. (*The free volunteer clearances cannot be used for employment.*)

♦Links to these applications/forms are available on the District website at the Employment tab.

Please forward your completed application packet to:

Union City Area School District  
Attn: Lisa Rosenthal  
107 Concord Street  
Union City, PA 16438

Your application packet will be kept on file for three years.

If your current application packet is on file with the District, and you would like to be considered for an advertised opening, please send only a letter of interest to the requester listed on the posting. Please state in the letter that your application packet is on file at the District Administration Office. 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 Mrs. Jamie Thompson, District Manager, ESS Northeast, LLC, by email at [Jthompson@ess.com](mailto:Jthompson@ess.com) or by phone at (814) 602-0758.

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