

UNIONTOWN AREA SCHOOL DISTRICT

205 Wilson Avenue
Uniontown, PA 15401

Telephone: 724-438-4501
FAX: 724-437-7007

District Website: www.uasdraiders.org

Mindy Harris
Curriculum Coordinator K-12
Ext. 1653

Dr. Charles D. Machesky
Superintendent
Ext. 1606

Kelly L. Swartz
Special Education Coordinator K-12
Ext. 1609

Sally Matthews
Business Manager/Federal Programs
Ext. 1643

Dr. Daniel Bosnic
Asst. to the Superintendent
Ext. 1606

Robert D. Smalley
Director of Buildings and Grounds
Ext. 1652

David A. Winfrey
Director of Transportation
Ext. 1624

Miss Jaclyn S. Blackson
Board Secretary
Ext. 1606

Donald M. Gmitter
School Police/Truancy Officer/
Homeless Liaison
Ext. 1611

Per the stipulations of act 153, all school employees and volunteers must have new background clearances. **Please submit your clearances to my office as soon as possible. CLEARANCES MUST BE DATED WITHIN THE PAST YEAR FOR INITIAL EMPLOYMENT.**

- **Act 114 Fingerprinting** – please go to: <https://www.identogo.com/locations/pennsylvania> to register for fingerprinting. Click on Digital Fingerprinting; the **SERVICE CODE IS 1KG6XN**, Click Schedule or Manage Appointment; type in zip code 15401 for the closest center. **Please provide your receipt to the Uniontown Area School District; the District will obtain a copy of your clearance directly from this system.**
- **Act 34 – Criminal Background Clearance** – please go to www.psp.state.pa.us and register online under the PATCH system. If you have no previous record, you must double click on the control number; this will take you to the details screen where you will double click on “Certification” and your clearance will appear on screen. Simply print it off and send it to my office.
- **Act 151 – Child Abuse Clearance** – please go to www.compass.state.pa.us/cwis and complete the online instructions. Once you are notified online that your clearance is available, simply print it off and send it to my office.

Sincerely,
Charles D. Machesky, Ed.D.
Superintendent of Schools

CDM:jjm

**Uniontown Area School District
205 Wilson Avenue
Uniontown, PA 15401
Telephone: (724) 438-4501, Ext. 1606
Fax: (724) 437-7007**

Application for: **SECRETARY, CLERK TYPIST, TEACHER'S AIDE, LPN, CAFETERIA, VAN DRIVER**
(Circle/(Click Above) all that apply)

Mr., Ms., Mrs., Miss (Optional) _____ Date: _____

Name: _____ Social Security Number: _____

Address: _____

Telephone Number: _____

Are you a high school graduate? _____ If yes, please list school and your date of graduation:

If you did not graduate, please list grades completed and school you last attended: _____

Have you attended business school or college? _____ If yes, please list the school/college and date(s) of attendance: _____

Number of credits earned: _____ Date of Graduation: _____

Degree Received: _____ Curriculum pursued: _____

PLEASE INCLUDE A COPY OF YOUR TRANSCRIPT(S)/DIPLOMA.

LPN'S ONLY ----- Please enclose a copy of your State License for nursing.

Do you type? _____ Words per minute? _____ Computer Experience? _____

Do you possess a valid PA Driver's License? _____

Are you presently employed? _____ If yes, where and to whom may we inquire for recommendations:

If hired, when could you begin work for the school district? _____

Full-time work? _____ Part-time/Substitute Work? _____

If certain buildings only, please list: _____

Former Employers (Please list your last three employers, beginning with the most recent one first)

Month/Year	Name/Address of Employer	Salary	Type of Work	Reason for Leaving
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References: (Please list three)

Name	Address	Business	Years Acquainted
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GENERAL BACKGROUND INFORMATION

You must give complete answers to all questions. If you answer "Yes" to any question, you must list all offenses, and for each conviction provide date of conviction and disposition, regardless of the date or location of occurrence. Conviction of a criminal offense is not a bar to employment in all cases. Each case is considered on its merits. Your answers will be verified with appropriate police records.

Criminal Offense includes felonies, misdemeanors, summary offenses and convictions resulting from a plea of "nolo contendere" (no contest),

Conviction is an adjudication of guilt and includes determinations before a court, a district justice or a magistrate, which results in a fine, sentence or probation.

You may omit: minor traffic violations, offenses committed before your 18 birthday which were adjudicated in juvenile court or under a Youth Offender law, and any convictions which have been expunged by a court or for which you successfully completed an Accelerated Rehabilitative Disposition program.

Were you ever convicted of a criminal offense?	_____ Yes	_____ No
Are you currently under charges for a criminal offense?	_____ Yes	_____ No
have you ever forfeited bond or collateral in connection with a criminal offense?	_____ Yes	_____ No
Within the last ten years, have you been fired from any job for any reason?	_____ Yes	_____ No
Within the last ten years, have you quit a job after being notified that you would be fired?	_____ Yes	_____ No
Are you subject to any visa or immigration status, which would prevent lawful employment?	_____ Yes	_____ No

Note: if you answered "Yes" to any of the above questions, please provide a detailed explanation on a separate sheet of paper, including dates, and attach it to this application. Please print and sign your name on the sheet, and include your social security number.

I certify that all of the statements made by me are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation of information shall be sufficient cause for: (1) rejecting my candidacy: (2) withdrawing of any offer of employment: or (3) terminating my employment.

Date

Signature of applicant

Pennsylvania school districts shall not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX, and Section 504 may be obtained by contacting the school district.