

Union School District

Superintendent's Application & Instructions

When applying for the Superintendent's position, please include the following:

1. Completed [PA Standard Application for Employment](#)
2. A copy of your PA Letter of Eligibility
3. All Other Professional Credentials
4. Graduate and Undergraduate College Transcripts
5. Three (3) Letters of Support – must be no more than one (1) year old
6. Resume
7. All Clearances (as listed below) **need not be submitted** at this time. We will request hard copies of these documents at a later date in this process.
 - PA Child Abuse History Clearance
 - PA State Police Criminal Background Check
 - FBI Federal Criminal History Record (Fingerprint)
8. Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release
All applicants for this position must also complete the Commonwealth of Pennsylvania Sexual Misconduct/Abuse Disclosure Release for their current employer **AND** complete one disclosure for each of the applicant's former employers that were school entities or where the applicant was employed in a position having direct contact with children. (Therefore, the applicant may have to complete more than one disclosure form.)
Note: THE COMPLETION OF THE COMMONWEALTH OF PA SEXUAL MISCONDUCT/ABUSE DISCLOSURE FORM WILL NOT BE REQUIRED UNLESS YOU ARE SELECTED AS A FINALIST FOR THIS POSITION. IF YOU ARE SELECTED AS A FINALIST – YOU WILL BE ASKED TO SUBMIT THE DISCLOSURE RELEASE FORM(S) AT THAT TIME.

For more information about the Union School District, access the Website at www.unionsd.net

THE SEARCH COMMITTEE UNDERSTANDS THAT PROSPECTIVE APPLICANTS MAY WISH TO MAINTAIN CONFIDENTIALITY IN SEEKING THIS POSITION DURING THE INITIAL PHASE OF THE APPLICATION/SEARCH PROCESS.

PLEASE NOTE: ALL MATERIALS SUBMITTED MUST HAVE SOCIAL SECURITY NUMBERS REDACTED PRIOR TO SUBMISSION.

All application materials can to be submitted to:

Union School District
Business Office
354 Baker Street
Suite 2
Rimersburg, PA 16248

DEADLINE FOR SUBMISSION: 3:00 PM, February 28, 2019