

## Administrative Application Requirements

Thank you for your interest in an administrative position with Upper Bucks County Technical School. Below, is a listing of all the required information needed in order to be considered a candidate for open positions. Should one or more items not be available by the submission deadline, an explanation of missing items must be included.

- Letter of Interest
- [Upper Bucks County Technical School Administrative Employment Application](#)
- Resume – including complete work history, education, certifications, and references
- Clearances – (see links below)
  - Proof of application for Act 34 – PA Criminal Record Check
    - [Instructions](#)
    - [Mail-in form](#)
    - [Online Request \(P.A.T.C.H.\)](#)
  - Registration ID for Act 114 – FBI Fingerprint Report
    - UEID for Act 114 – [Link to start fingerprinting process](#)
    - Follow the link to Identogo to schedule a fingerprinting appointment and submit payment.
    - Take required Identogo documentation and acceptable form of ID to one of the listed Enrollment Centers for fingerprinting.
    - [Information on Federal Criminal History Background Checks](#)
  - Proof of application for Act 151 – PA Child Abuse History Clearance
    - May take 2 to 6 weeks
    - Must be mailed into the state of Pennsylvania
    - [Pennsylvania Child Abuse History Clearance](#)
    - May do this clearance online at: <https://www.compass.state.pa.us/cwis/public/home>
  - Completed PDE Form 6004 as required by Act 24 of 2011 and Act 82 of 2012
    - [PDE-6004 Arrest/Conviction Report and Certification Form](#)
  - [Act 168 – PA Sexual Misconduct/Abuse Disclosure Release Form](#)
    - By law as of 12/22/14, one form must be completed for each of the following:
      - Current employer
      - Each former employer that was a school entity
      - Each former employer where you were employed in a position that involved direct contact with students (regardless of age)
- Letters of recommendation (3) preferred

Please submit all information in one (1) packet/email/fax to:

Tracy L. Kram  
Human Resources Manager/Administrative Assistant

- 1) Preferred method of submission is sending scanned documents via email to [tkram@ubtech.org](mailto:tkram@ubtech.org)
- 2) If emailing is not possible, please fax, mail or drop off all documents:

Upper Bucks County Technical School  
Attn: Tracy L. Kram  
3115 Ridge Road  
Perkasie, PA 18944  
Phone: 215-795-2911  
Fax: 215-795-0274

Email: [tkram@ubtech.org](mailto:tkram@ubtech.org)

If you are called for an interview, you will need to bring with you:

1. Copy of updated resume
2. Original PA Teaching Certificate
3. Original Act 34 – PA Criminal Record Check
4. Original Act 151 – PA Child Abuse History Clearance

Copies will be made and all originals returned to you.

#### **NON-DISCRIMINATION POLICY**

The Upper Bucks County Technical School will not discriminate on the basis of age, sex, handicap, race, color, national origin, religion, genetic information, or any other legally protected classification in its educational programs, activities, or employment. The school will also take steps to assure that the lack of English language skills will not be a barrier to admission and participation in all educational programs. This policy is in accordance with state and federal laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act, amended 2004 and Title II of Genetic Information Nondiscrimination Act of 2008. For information about rights or grievance procedures, contact the Title IX and Section 504 Coordinator, at Upper Bucks County Technical School, 3115 Ridge Road, Perkasie, PA 18944. Phone: 215-795-2911. For information regarding services, activities and facilities that are accessible to and usable by disabled persons, contact 215-795-2911.