

## Substitute Application Requirements

Thank you for your interest in a substitute 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.

- [Upper Bucks County Technical 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
    - Follow the link and choose PA Department of Education to register and pay
    - Take the registration receipt to one of the listed locations for fingerprinting

[FBI Fingerprint Report](#)
  - 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)
- [Tuberculosis/Mantoux Form for Substitutes](#)
- [I-9](#) – Employment Verification

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

Sandra Ronge`  
Assistant Director's Secretary

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

Upper Bucks County Technical School  
Attn: Sandra Ronge`  
3115 Ridge Road  
Perkasie, PA 18944  
Phone: 215-795-2911  
Fax: 215-795-0274  
Email: [sronge@ubtech.org](mailto:sronge@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, if applicable
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, Perkasio, 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.