

NORTH EAST SCHOOL DISTRICT

50 EAST DIVISION STREET●NORTH EAST, PENNSYLVANIA 16428 TELEPHONE (814) 725-8671●FAX (814) 725-9380

NORTH EAST SCHOOL DISTRICT APPLICATION PROCESS

To best ensure that your application packet is complete, please check the following before submitting:

Check List	
	Completed Application (Support Staff or Instructional)
	PA Child Abuse History Clearance (formerly Act 151)
	PA Criminal History Clearance (formerly Act 34)
	FBI Fingerprint Clearance (formerly Act 114)
	PDE-6004 Arrest/Conviction Report (Act 24) – On district website
	Misconduct/Abuse Disclosure (Act 168) – On district website

Please be advised that incomplete applications may delay the hiring process.

Upon hire applicants are also required by PA School Code to obtain a PPD (TB test) and a physical.

For questions, please contact the superintendent's office at 725-8671 ext. 3906 or 3904, or Email to adminoffice@nesd1.org.

NORTH EAST SCHOOL DISTRICT WEBSITE

Please visit the NESD Website www.nesd1.org

- ✓ Click on **District** →
- √ Click on Employment Opportunities

Employment Opportunities are listed at the right of the screen.

Please print and complete the appropriate application form:

- ✓ Instructional Staff PA Standard Teacher's Application OR
- ✓ Support Staff (Non-Instructional)

Scroll down for information regarding online Clearance applications and also to access PDE-6004 and Act 168 Disclosure forms.

Clearances must be dated within one year of initial hire date.



APPLICATION INSTRUCTIONS FOR LEGALLY REQUIRED EMPLOYMENT CLEARANCES

PA Child Abuse History Clearance www.compass.state.pa.us/cwis

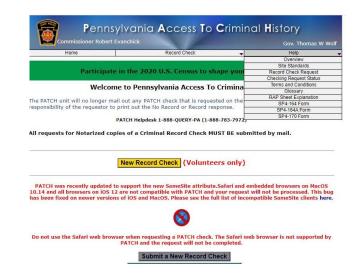
- ✓ Click on Create Individual Account
- ✓ Click on Next to create a Keystone ID
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$13 fee (Free for Volunteers / must be paid for Paid employment purposes)
- ✓ Once you receive email confirmation that your application has been processed, you will need to log in to this site again and PRINT YOUR CLEARANCE and submit a copy to the school district. This may take 1-2 weeks to process.

PASTATE AGENCIES PA ONLINE SERVICES PAONLINE SER

CRIMINAL History Clearance

https://epatch.state.pa.us

- ✓ Click on New Record Check at the top in the gray drop-down box or in the box at the middle of the page
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$22 fee (Free for Volunteers but must be Paid for Employment)
- ✓ Results are often available immediately. PRINT YOUR CLEARANCE and submit a copy.



FEDERAL Criminal History/FBI Fingerprint Clearance https://uenroll.identogo.com/

Enter Service Code: 1KG6XN

School District Employment - Fee: \$23.85

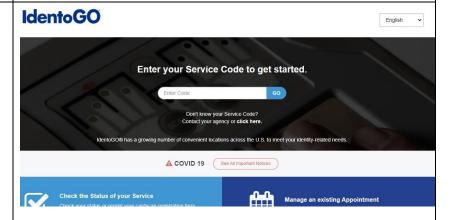
Register online and make an appointment to

have your fingerprints taken

PROVIDE YOUR CONFIRMATION NUMBER (UZSV#) to the school district to access results

Print locations:

IdentoGO: 2323 West 38th Street, Erie PA Erie County Tech School: 8500 Oliver Road, Erie IU#5: 252 Waterford Street, Edinboro PA



Minors (under age 18) and Volunteers who have lived in PA continuously for the past 10 years with no incidents may sign a waiver for this clearance. The waiver form is part of the packet labeled "Becoming a Volunteer" on the Employment Opportunities page of the website.