



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	
<input type="checkbox"/>	Completed Application (Support Staff or Instructional)
<input type="checkbox"/>	PA Child Abuse History Clearance (formerly Act 151)
<input type="checkbox"/>	PA Criminal History Clearance (formerly Act 34)
<input type="checkbox"/>	FBI Fingerprint Clearance (formerly Act 114)
<input type="checkbox"/>	PDE-6004 Arrest/Conviction Report (Act 24)
<input type="checkbox"/>	Misconduct/Abuse Disclosure Form(s) (Act 168)

Please be advised that incomplete applications may delay hiring process.
Upon hire applicants are required to obtain a TB test and a physical.

For questions you may call:	
Shelley Allen	725-8671 ext. 3906
Sara Land	725-8671 ext. 3900
Maureen Rizzo	725-8671 ext. 3904
Email	adminoffice@nesd1.org

NORTH EAST SCHOOL DISTRICT WEBSITE

Go to the North East Website

<https://nesd1.k12.pa.us>

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

Scroll down to **Applications** and choose:

- ✓ PA Standard Teacher's Application
- or
- ✓ Support Application (non-instructional)
- ✓ Print & Complete Application

Scroll down to **Clearances**

Complete the required clearances:

- ✓ PA Criminal History Clearance
- ✓ FBI Check (Fingerprints)
- ✓ PA Child Abuse History Clearance
- ✓ Misconduct/Abuse Disclosure (Act 168)

*All records must be less than one year old

The screenshot shows the North East School District website homepage. At the top, there is a navigation menu with 'Home', 'District', 'Resources', and 'Staff'. Below the menu is a search bar and a 'WELCOME TO NORTH EAST SD' banner. A large yellow arrow points to the 'District' menu item, and a smaller yellow arrow points to the 'Employment' menu item. Below the banner is a 'NORTH EAST SD' section with a mission statement. At the bottom, there are sections for 'NE HEADLINES' and 'UPCOMING' events, along with a 'STUDENT SPOTLIGHT' section.

ALL APPLICANTS MUST COMPLETE AND SUBMIT THE STATE REQUIRED CLEARANCES

PA Child Abuse History Clearance

www.compass.state.pa.us/cwis

- ✓ Click on **Create a New Account**
- ✓ Click on Next to create a Keystone ID
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$8 fee (free for volunteers)
- ✓ **PRINT YOUR RESULTS** and submit a copy to the school district

Paper form also available in the business office or may be printed from NESD website and mailed with a \$8 money order to the Department of Public Welfare

PENNSYLVANIA CHILD ABUSE HISTORY CLEARANCE

COMPLETE SECTION 1 ONLY. PRINT CLEARLY IN INK. ENCLOSE \$10.00 MONEY ORDER ONLY. PAYABLE TO DEPARTMENT OF PUBLIC WELFARE. DO NOT SEND CASH OR PERSONAL CHECK.

SEND TO CHILDLINE AND ABUSE REGISTRY, DEPARTMENT OF PUBLIC WELFARE, P.O. BOX 8170 HARRISBURG, PA 17105-8170

APPLICATIONS THAT ARE INCOMPLETE, ILLEGIBLE OR RECEIVED WITHOUT FEE WILL BE RETURNED UNPROCESSED. IF YOU HAVE QUESTIONS CALL 717-763-6211

SECTION 1 APPLICANT IDENTIFICATION

IN THIS SPACE PRINT APPLICANT'S FULL NAME AND ADDRESS (DO NOT USE INITIALS)

NAME: FIRST, MIDDLE, LAST

LOCAL RESIDENCY (YES/NO)

AGE: DATE OF BIRTH: (LAST/FIRST PHONE NO):

CITY, STATE, ZIP CODE: COUNTY YOU LIVE IN:

PREVIOUS NAMES USED SINCE 1975 (Include Maiden Name, Nicknames, Aliases)

PURPOSE OF CLEARANCE (Check ONE block ONLY)

CHILD CARE VOLUNTEERS - A copy of your PROCESSED Request for Criminal Record Form (SFA-1043) must be attached. Out-of-state residents must also attach a copy of their PROCESSED FBI clearance if from

POSTER CARE CWP (Community Work Experience Program Participant)

ADOPTION SCHOOL SUCCESSION OF DUTY (SEE INSTRUCTIONS)

PREVIOUS ADDRESSES SINCE 1975 (Attach additional pages if necessary)

1
2
3
4

CRIMINAL History Clearance

<https://epatch.state.pa.us>

- ✓ Click on **Record Check** at the top
- ✓ Click on New Record Check
- ✓ Agree to terms
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$22 fee (free for volunteers)
- ✓ **PRINT YOUR RESULTS** and submit them with your packet. Failure to print this page could result in repeating the process including payment.

Paper form also available in the business office or may be printed from NESD website and mailed with a \$22 money order to the PA State Police in Harrisburg, PA

Pennsylvania Access To Criminal History - Record Check Requester Details

Colonel Frank E. Pankowski Gov. Edward G. Rendell

Personal Information

Please fill in the following form prior to making your record check request. Fields marked with an * are required. A request resulting in an actual criminal record will be sent via U.S. Mail to the name and address listed below.

Once this step is completed, information regarding the individual for which you are performing a background check will be gathered. Each background check performed will cost \$10.00 dollars. After entering the background check, you will be required to enter a valid credit card, which will be charged \$10.00 dollars for each individual on which you are performing a background check.

Reason For Request: -- Select a Reason --

First Name: *
Middle Name: *
Last Name: *
Address Line 1: *
Address Line 2: *
City: *
State: -- Select a State -- *
Zip: *
Country: United States *
Email Addr: *
Phone Number: *
Fax Number: *

Cancel Next

*** UPDATED – NEW PROCESS EFFECTIVE DECEMBER 1, 2017 ***

FBI Fingerprint Clearance

<https://uenroll.identogo.com/>

School District Employment - Fee: \$22.60

Enter Code: 1KG6XN

VOLUNTEERS & Minors who have lived in PA continuously for the past 10 years with no incidents may sign a waiver for this clearance

School District Volunteers who do not qualify to waive prints - Enter Code: 1KG6XN

For more information please see the attached pages and/or visit the PDE website:
<http://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/Federal-Criminal-History-Background-Checks.aspx#tab-1>

Fingerprint Locations:

IdentoGo

2323 West 38th Street, Erie PA
(844) 321-2101

Erie County Technical School

8500 Oliver Road, Erie PA
464-8600

Northwest Tri-County Intermediate Unit 5

252 Waterford Street
Edinboro, PA
(814) 734-5610

Act 168 of 2014

SEXUAL MISCONDUCT/ABUSE DISCLOSURE RELEASE

Form available in the business office or may be printed from the NESD website.

Please complete Top and Section 1 of this form for **current employer(s) regardless of job description / employer and any/all previous employers** where you worked directly with children as part of the job (regardless of how long ago it was). Submit to Administration Office with application packet. The school district will mail these out on your behalf.