



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 (Act 151)
<input type="checkbox"/>	PA Criminal History Clearance (Act 34)
<input type="checkbox"/>	FBI Fingerprint Clearance (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:

Sally Abata	725-8671 ext. 3900
Maureen Rizzo	725-8671 ext. 3904
Email	AdminOffice@nesd1.k12.pa.us

NORTH EAST SCHOOL DISTRICT WEBSITE

Go to the North East Website

www.nesd1.org

- ✓ Click on **Resources** →
- ✓ Click on **Employment**

Scroll down to Applications and choose:

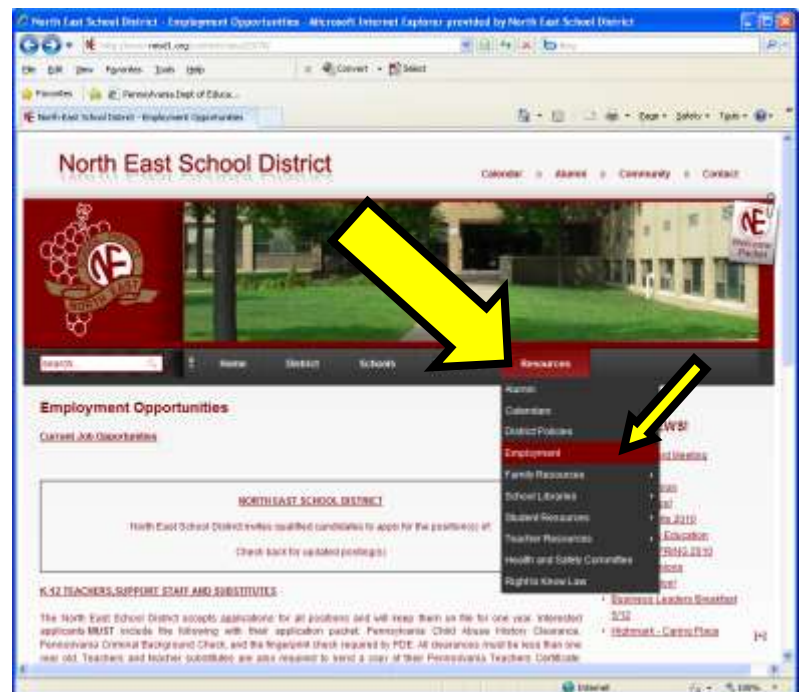
- ✓ PA Standard Teacher's Application
or
- ✓ Support Application (non-instructional)
- ✓ Print & Complete Application

Scroll down to Clearances

Complete the required clearances:

- ✓ PA Criminal History Clearance (Act 34)
- ✓ FBI Check (Fingerprints)
- ✓ PA Child Abuse History Clearance (Act 151)
- ✓ Misconduct/Abuse Disclosure (Act 168)

*All records must be less than one year old



ALL APPLICANTS MUST COMPLETE AND SUBMIT THE STATE REQUIRED CLEARANCES

PA Child Abuse History Clearance (Act 151)

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



CRIMINAL History Clearance (Act 34)

<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 \$8 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 \$8 money order to the PA State Police in Harrisburg, PA



FBI Fingerprint Clearance (Act 114)

<https://pacogentid.3m.com/index.htm>

- ✓ Click on the **PA Dept. of Education** Icon (**NOT** Department of Welfare)
- ✓ Click on register on-line. You must do this prior to getting fingerprinted
- ✓ Fill out the online form
- ✓ Use a credit or debit card for \$27 fee
- ✓ **PRINT YOUR REGISTRATION INFORMATION** which will include registration confirmation and your PAE#. This must be submitted with application packet to NESD.
- ✓ After registering report to the nearest fingerprint location (listed at right).
- ❖ **VOLUNTEERS & Minors who have lived in PA continuously for the past 10 years with no incidents may sign a waiver for this clearance**

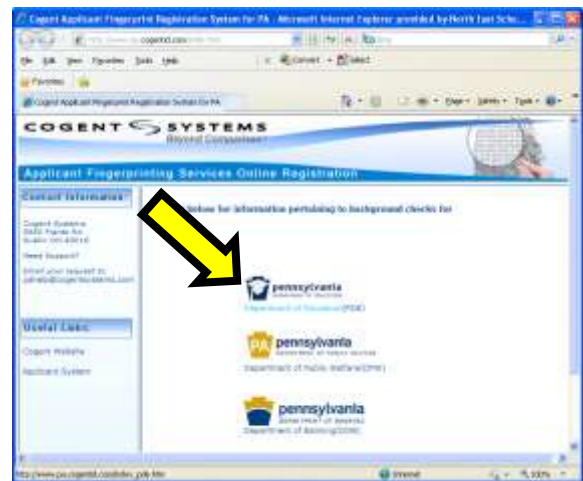
Fingerprint Locations:

Shipping Express
2503 Station Rd
899-2900

Erie Co Tech School
8500 Oliver Road
464-8600

NW Tri-Co IU5
252 Waterford St
Edinboro 734-5610

UPS
2501 W 12th St
836-1877



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)** *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.