



# 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) – On district website
<input type="checkbox"/>	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](mailto:adminoffice@nesd1.org).

## NORTH EAST SCHOOL DISTRICT WEBSITE

Please visit the NESD Website [www.nesd1.org](http://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.**



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## APPLICATION INSTRUCTIONS FOR LEGALLY REQUIRED EMPLOYMENT CLEARANCES

### PA Child Abuse History Clearance

[www.compass.state.pa.us/cwis](http://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.

### 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 38<sup>th</sup> 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.