

EXPANDED CRIMINAL HISTORY – The link to the criminal history site is:

<https://secure.safehiringsolutions.com/app.cfm?id=9A497B7E-E401-48CA-9C53-1FED96768EF0>

Please read these directions completely before beginning the process.

Once you get to the Safe Hiring Solutions site, you will need to use the drop down box and click on the appropriate position and complete the process. Due to the information required and the cost involved, Blackford County Schools will not be performing this process. You will need a credit card; the cost of the background check is a minimum of \$31.50.

** The State of Indiana now requires a Department of Child Services Check in all states of prior residence for Indiana School employees. Please note that you may be sent additional instructions by Safe Hiring Solutions and may need to report other state checks back to Blackford County Schools. **

When you are prompted to choose either CERTIFIED OR NON CERTIFIED employee – be sure to choose correctly.

CERTIFIED employees would include: Superintendent, Principals, Teachers and Counselors

NON CERTIFIED employees would include anyone working in a position that does not require a professional license (i.e. instructional assistants, office staff, custodial, bus drivers, food service, etc.)

SUBSTITUTE TEACHERS – You need to choose CERTIFIED.

STUDENT TEACHERS – You need to choose NON CERTIFIED

KIDS HOPE MENTORS – You need to choose NON CERTIFIED