

## LAWRENCEBURG COMMUNITY SCHOOLS

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300 TIGER BLVD.  
LAWRENCEBURG, INDIANA 47025  
(812) 537-7200  
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### Employment Documentation

All LCSC employment documentation is available online at [www.lburg.k12.in.us](http://www.lburg.k12.in.us).

All potential employees and ECA coaches must complete an expanded background and DCS (Department of Child Services) check. From the corporation website, choose Expanded Background Check (Safe Hiring Solutions) under the STAFF link. This will take you to Safe Hiring Solutions' website where you will need to create an account and follow the instructions. There are two types of background check requests, non-certified position and certified position. Only choose the certified position application if you have a teaching license; all others choose non-certified. You will receive an email from Safe Hiring Solutions, with a link to complete the DCS check for Indiana and login information further down the email for completing the background check. If you have lived in a state other than Indiana, you should receive another email from Safe Hiring with a form(s) & instructions for completing the DCS for the other state(s). DCS checks for all required states must be completed in order for your background check to be complete. Once you have submitted a background check, please email Julie Dudley with Human Resources at [jdudley@lburg.k12.in.us](mailto:jdudley@lburg.k12.in.us) to let her know you submitted a background check request and the position you are seeking.

Once your background check has been completed, you will need to print and complete the following documents from the corporation website; [www.lburg.k12.in.us](http://www.lburg.k12.in.us) . These are located in Human Resources under the DEPARTMENT link.

- W4
- I-9 along with the required documentation for identification; types of acceptable identification are listed on the last page of the I-9 form
- Direct Deposit - all payroll is paid via direct deposit
- Confidentiality Agreement

If you have any questions, please feel free to contact Julie Dudley @ 812.537.7205 or [jdudley@lburg.k12.in.us](mailto:jdudley@lburg.k12.in.us).

1/25/2016 JD