



# SUNMAN-DEARBORN COMMUNITY SCHOOLS

## EXPANDED CRIMINAL HISTORY INFORMATION

Go to: [www.sunmandearborn.k12.in.us](http://www.sunmandearborn.k12.in.us)

1. Scroll over Human Resources on the main menu.
2. Click on Criminal History Check.
3. Complete your name, email address and select position.
4. Complete your email for a link from Safe Hiring to finish the application process. You will need to have a credit card number ready to pay for the background check.

VOLUNTEER	\$14.95
EMPLOYMENT	\$24.90
EMPLOYEE RE-CHECK	\$21.95

- Additional charges may apply if multiple county searches are required.

5. Part of the Safe Hiring Background check, Sunman Dearborn Community Schools requires background checks for Indiana Department of Child Services. You will receive a separate email within a few days, with a link to complete this portion of your background check and one with a password. You will need to logon to a computer or lap top, since the phone apps do not work for your protection.

Any person paid by the corporation must complete a \$24.90 employment background check, which is a more detailed search. If you are a volunteer and considering employment by the corporation in the future, you might want to process the employment background check.

**BACKGROUND CHECKS ARE GOOD FOR 5 YEARS**