



JAC-CEN-DEL COMMUNITY SCHOOLS SAFE HIRING SOLUTIONS

A state law required an Extensive Background Check be performed on all school employees to be hired. This includes certified, non-certified, and substitute employees.

You, the prospective employee, will be required to cover the cost of this check. It usually runs under \$40.

To begin the process:

- Log onto the Jac-Cen-Del website at <http://www.jaccendel.k12.in.us/>
- Click on "Employment" on the top right
- Click on "Openings" in the drop down
- Click **Visit the Safe Hiring Solutions Site** to link to the page <https://secure.safehiringsolutions.com/app.cfm?id=DB8E5488-8DBF-4B3E-967C-635BF4266AB9>
- You will see the following screen which you will complete and instructions will be sent to your e-mail on how to go through the process

The screenshot shows the 'Safe Hiring SOLUTIONS' logo at the top, featuring four stylized human figures in yellow and red. Below the logo, a message states: 'You have chosen to apply with JAC CEN DEL COMMUNITY SCHOOL CORP. In order to complete your application a background check is required. Please provide the required information below to get started.' The form includes fields for 'First Name:', 'LastName:', 'Email:', and 'Position:' (with a dropdown menu showing 'Select one'). Below these is a 'Please enter security code:' section with a pink box containing the characters 'H C K T L V' and an empty input field. A 'Next Step' button is located at the bottom right of the form area.

- **This is a two step process which includes the Department of Child Services check as well.**
- The school will monitor the progress and print the report once it is complete. It does usually take several days to complete and must be on file before employment can begin.
- The check must come back in good standing to be considered for employment.