



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 \$30.

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
- 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 five stylized human figures in yellow and red. Below the logo, the text reads: '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 contains the following fields:

- First Name:
- LastName:
- Email:
- Position:
- Please enter security code:

On the right side, there is a box with the heading 'Important' and the text: 'You may be required to provide prior employment and education information. Please be prepared with this information before you get started.'

At the bottom center, there is a 'Next Step' button.

- **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.