



## EMPLOYEE BACKGROUND CHECKS

Please follow the steps outlined below to complete the required background checks for new or returning Shelbyville Central Schools employees. Background checks are a condition of employment and must be completed and approved before employment begins. Failure to do so may result in your job offer being rescinded.

1. Using either Google Chrome or Mozilla Firefox as your Internet browser, go to Safe Hiring Solutions website <https://tinyurl.com/ybfw6hlw> It is not recommended to use a tablet or phone to log into the website.
2. If you don't have Internet access, please contact our office to make arrangements to complete the process at Shelbyville Central Schools administration building. Marlene Hague can be reached at 317-392-2505 Ext. 1238.
3. The first screen will ask you to complete your legal name and email address along with a security code. The position you select is Employment.
4. Now you will receive an email with your username and a Safe Hiring Solutions link. A second email will also be sent with your password. Log into the website using the username and password provided.
5. You must select whether or not you agree to the Disclosure Regarding Background Investigation on the next screen. You will also be required to use the electronic signature pad to "sign" the document.
6. Next complete the required demographic fields along with any other names (i.e. maiden name, married name, etc.) you may have used in the past. Check the box to agree to the agreement terms. Check the box stating you understand the back button may cause issues processing your report. Finally, electronically "sign" the document.
7. Then you will confirm the information is correct or need to make corrections using the buttons at the bottom.
8. On the next screen you will check the box regarding FCRA Summary of Rights and the box certifying your application is accurate and complete. Again, electronically "sign" the document and select Go To Payments.
9. The next screen will give you the opportunity to pay the \$24.90 background check fee. Please note, if you have resided in multiple states, there may be additional charges. If you get to the payment page and the total fee exceeds \$40.00, please stop and contact Marlene Hague at 317-392-2505 Ext. 1238. You will then be provided with another vendor's information to complete the background check.
10. Approximately 2 business days after completing your background check submission, you will receive two emails from [Kidtraks@dcs.in.gov](mailto:Kidtraks@dcs.in.gov) with instructions to complete your expanded child protection index check required by Indiana law. One email will contain a link to the portal. The second email will contain your password. Please be sure you access the website provided in the email before the password expires.
11. When the expanded child protection index check is completed, you will receive another KidTraks email. At that time please notify Marlene Hague at 317-392-2505 Ext. 1238.