



NORTH WHITE SCHOOL CORPORATION

Dr. Robert Klitzman - Interim Superintendent

Mr. W. Dean Cook - Dir of Trans/Bdgs/Grnds

Mrs. Emma Conwell - Treasurer

402 E Broadway St – Monon, Indiana 47959 – (219) 253-6618 – Fax (219) 253-6488

Dear Prospective Employee:

As part of the application process for you to be an Employee for the North White School Corporation, you need to fill out the proceeding background check policy to include both the expanded criminal history check and an expanded child protection index check questionnaire so that the Company can conduct a background check about you. As part of the process, you will need to electronically sign a Notice and Authorization form consenting to these checks. This Authorization Form will allow Safe Hiring Solutions LLC, to verify the information you provide and share its results with North White School Corporation.

The questionnaire takes approximately 15 minutes to complete and we recommend that you double check the information you provide to ensure there is no delay with your application.

As of July 1, 2016 the law has changed requiring the background check policy to include both the Expanded Criminal History check and an Expanded Child Protection Index Check and reads as follows: Indiana Code 20-26-2-1.3 Sec. 1.3. "Expanded child protection index check" means: (1) an inquiry with the department of child services as to whether an individual has been the subject of a substantiated report of child abuse or neglect and is listed in the child protection index established under IC 31-33-26-2; (2) an inquiry with the child welfare agency of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether there are any substantiated reports that the individual has committed child abuse or neglect; and (3) for a certificated employee, and inquiry with the department of education or other entity that may issue a license to teach of each state in which the individual has resided since the individual became eighteen (18) years of age as to whether the individual has ever had a teaching license suspended or revoked.

Indiana Code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for noncertified or certificated employment to obtain an expanded criminal history check as of July 1, 2009. The definition of "expanded criminal history check" found at IC 20-26-2-1.5 includes a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; or a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.

Please contact our administrative office if you have any questions regarding this issue or if you need assistance filling out the application. **You may access Safe Hiring Solutions LLC, at www.nwhite.k12.in.us. You will access the site by clicking on the Employment tab** to fill out the necessary information and follow the remaining instructions. Please note a fee does apply at order fulfillment time in the amount of approximately \$28.85 for the Certified package and \$24.90 for the Non Certified package.

Professionally,

Dr. Robert Klitzman
Superintendent

BOARD OF SCHOOL TRUSTEES:

Shannon Mattix - Rebecca Princell – Joshua Robertson
Ricki Westerhouse - Jim White – Scott Williams - Terry Smith