

Send the original to Torie Fox at Central Office or email foxto@clay.k12.in.us. Give a copy with ordering instructions to the candidate.

PART 1: EXPANDED CRIMINAL HISTORY CHECK (EHC)

AND

PART 2: CHILD PROTECTION INDEX CHECK (CPIC)

(Both background checks MUST be completed and applicant MUST be board approved prior to volunteering in a CCS building.)

<i>Last Name</i>	<i>First Name</i>		<i>MI</i>
<i>Phone Number</i>		<i>Email Address</i>	

In what capacity do you wish to serve Clay Community Schools?

_____ *New Hire* _____ *Substitute* _____ *ECA Lay Coach* _____ *ECA Volunteer* _____ *Classroom Volunteer*

At which school?

_____ <i>Clay City Elementary</i>	_____ <i>East Side Elementary</i>	_____ <i>Forest Park Elementary</i>	_____ <i>Van Buren Elementary</i>
_____ <i>Jackson Twp Elementary</i>	_____ <i>Meridian Elementary</i>	_____ <i>Staunton Elementary</i>	_____ <i>Cumberland Academy</i>
_____ <i>Clay City Jr/Sr High School</i>	_____ <i>North Clay Middle School</i>	_____ <i>Northview High School</i>	

Position/Sport/Activity: _____

PART 1: EXPANDED CRIMINAL HISTORY CHECK (EHC) (Cost \$31)

1. Go to www.castlebranch.com.
2. Click on "Place Order".
3. In the Package Code box, enter the package code: **CL27**
4. Follow the online instructions to complete your order.
5. Enter your payment information – Visa or Mastercard. Money Orders may be used for payment; however, there will be an additional \$10 fee to do so, and the search process will not begin until payment has been received by Castle Branch.

Once your order is submitted, you will receive a confirmation email containing the password needed to view the results of your background check. To view your results, visit www.castlebranch.com, click on "View Background Check", click on "I have access information", enter the 6-character code that was issued to you via email, then enter the last four digits of your Social Security Number. Results are typically available within five days, though some searches take longer, so please allow adequate time when ordering. Your Department Administrator will automatically have access to your results. For A Summary of Your Rights Under the Fair Credit Reporting Act, visit www.ftc.gov.

PART 2: CHILD PROTECTION INDEX CHECK (no fee for this search)

1. Once your EHC has been submitted and this form has been turned in to the school or emailed to the above email address, the CPIC will be initiated through the Department of Child Services Portal.
2. You will receive two emails from Kidtraks.
3. Follow the online instructions to complete the order. Please note, you DO NOT have to input the street address if you do not remember it; just enter the city/state and county.
4. Submit information at the bottom of the screen and your order will be sent for review.

I understand that I am required to obtain an Expanded Criminal History Check (EHC) through www.castlebranch.com before I will be considered for approval. I hereby consent to that process. The fee, for which I will be responsible, must be paid online at the time of the request for the expanded criminal history check. My name may be submitted for approval by the school board after the results have been obtained by central office personnel via the Internet. Failure to honestly answer questions under the application is grounds for termination. In addition, I understand that I am required by state law to undergo a Child Protection Index Check (CPIC) through the Department of Child Services (DCS).

SIGNATURE

DATE

Candidates are required to pay for an expanded criminal history check only once in five years. In order to fulfill the duty to report, and in keeping with school board policies 1521, 3121, 4121, 8120, and 8121, all individuals in the categories of administration/professional staff/support staff/volunteers/contracted services shall be required, during their association with Clay Community Schools, to report the following: A) arrest or the filing of criminal charges against the individual; B) conviction of the individual for a crime; and C) substantiated report of child abuse or neglect of which the individual is the subject. The report shall be made to the Superintendent within two (2) business days of the occurrence

For Office Use Only:

EHC: _____ **CPIC:** _____ **Notified Applicant:** ___ **School:** ___