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MEMORANDUM

To: All Applicants
From: Expanded Criminal Background History Check

On July 1, 2009, the Indiana Legislature modified the requirements for background checks and requires SMCSC to complete a complete check for newly hired employees.

Attached to this application is the "Notice Regarding Background Investigation" form that must be completed and returned with your application. Upon recommendation for employment, an expanded background search will be required, a process that must be initiated by the applicant.

To begin the process,

1. Navigate to the SMCSC website at www.southmont.k12.in.us
2. Under the "Quick Links" menu, choose "Community" and then "Applicant Background Check".
3. Complete the application as instructed.

Each applicant for employment will be charged for their background check according to the following schedule:

- New employee or coach: \$35.25
- Volunteer: \$16.95

SMCSC will be notified of the results from the background check. If you have questions, please contact the SMCSC Central Office at 765-866-0203.