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www.southmontschools.org

MEMORANDUM

To: All Applicants
Re: Expanded Criminal Background History Check

On July 1, 2009, the Indiana Legislature modified the requirements for background checks and requires Southmont Schools have a complete check done for newly hired employees.

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 Southmont Schools website at www.southmontschools.org
2. Under "About" click on Employment Opportunities and then follow the instructions.

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

Certified - Paid Position	\$32.60 with a possible additional amount for each license state to verify (Used for licensed teachers only)
Non-Certified - Paid Position	\$28.65 (Used for support staff, substitute teachers, paid coaches, etc.)
Volunteer	\$16.95 (Used for volunteer positions)