

**CSC of Eastern Hancock County
Employee/Coach Background Investigation**

Updated 10-24-18

PLEASE NOTE: Employee/Coach Background Checks are now required by the state of Indiana to be renewed every 5 years. (If you have an Employee/Coach BGC on file, you do NOT need to fill out a Volunteer form as well.)

A consumer report (background screening report) and/or an investigative consumer report which may include information concerning your character, employment history, general reputation, personal characteristics, police record, education, qualifications, motor vehicle record, mode of living, and/or credit and indebtedness may be obtained in connection with your application for and/or continued employment with Community School Corporation of Eastern Hancock County. **A consumer report and/or an investigative consumer report may be obtained at any time during the application process or during your employment with the Community School Corporation of Eastern Hancock County.** You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Safe Hiring Solutions LLC, P.O. Box 295, Danville, IN 46122 888-215-8296.

AUTHORIZATION

By signing below, I, _____, hereby voluntarily authorize Community School Corporation of Eastern Hancock County to obtain either a consumer or an investigative consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my employment and/or continued employment at Community School Corporation of Eastern Hancock County. I understand that I have rights under the Fair Credit Reporting Act, including rights discussed above. This report may be delivered in either written or electronic form.

Print **LEGAL** Name (first, middle, last)

Social Security Number

Date of Birth (MM/DD/YYYY)

Drivers License Number

Drivers License State

(For ID Purposes Only)

Any other names I have been known by (Ex: maiden name): _____

Current Address: _____

City _____ State _____ Zip _____

Previous Addresses (Last 7 Years) _____

Signature

Date

Telephone number (to reach you if there are any questions) _____

What position is this background check for? _____

Please return the authorization and include a check for \$21.95 made payable to CSC of Eastern Hancock.

If this is a renewal or for coaching, YOU DO NOT NEED TO PAY. Thank you.

Please return application to: **Administration Office
CSC of Eastern Hancock County
10370 E. 250 N.
Charlottesville, IN 46117**

or scan and email to Tracy McCarty at tmccarty@easternhancock.org