



**SUNMAN-DEARBORN
COMMUNITY SCHOOL CORP**

**EXPANDED CRIMINAL HISTORY
INFORMATION**

Go to: www.sunmandearborn.k12.in.us

1. Scroll over Human Resources on the main menu
2. Click on Criminal History Check
3. Complete on-line Application

YOU WILL NEED TO HAVE A CREDIT CARD NUMBER READY. THE COST IS \$18.00 FOR VOLUNTEERS AND \$31.50 FOR EMPLOYEES.

Suggestion: If you are just volunteering, you may consider a \$31.50 employment check if you think you will ever be in a paid position by the corporation (this includes subs, concession workers, etc.) because, any person paid by the corporation must complete a \$31.50 background check even if you have an \$18 volunteer check on file.

ADDITIONAL CHARGES MAY APPLY IF MULTIPLE COUNTY SEARCHES ARE REQUIRED.

YOU HAVE WITHIN THE FIRST 5 WORKING DAYS TO COMPLETE THE EXPANDED CRIMINAL HISTORY.

BACKGROUND CHECKS ARE GOOD FOR 5 YEARS.