

Expanded Criminal Background Check – Instructions

Yorktown Community Schools

Below are information and instructions for you to obtain an Expanded Criminal History Check which is required by Indiana law for employees hired after July 1, 2009:

- 1) Complete the **Expanded Criminal History Check** form and return to Bev LaVelle, Yorktown Community Schools, 8800 W. Smith St., Yorktown, IN 47396
- 2) Once you have returned the criminal history form to Bev LaVelle. You will receive an email from MyBackgroundNow.com with a Username, temporary Password and a link to www.MyBackgroundNow.com web site.
- 3) There is an “Overview/Instructions” link at the top of the home page with detailed instructions.
- 4) Once you have logged into the web site, you will be prompted to change your Password (which you should make sure to remember). You will be prompted to enter additional information and pay on-line (\$29).
- 5) After your Expanded Criminal History Check has been completed online, you will receive an email to review the results of the background check, and have the opportunity to question any of the results.
- 6) If you are satisfied with the results and wish to share the results with the School Corporation, you will click on the “Share Results” button. You must follow this step or Yorktown Schools will not receive your results.
- 7) If you wish to share the results of your Expanded Criminal History Check with another School Corporation or organization in the future, you will be able to log into the web site and click “Share Results with Someone Else” and enter the name and email address of that organization at no cost to you.
- 8) You may contact Support at MyBackgroundNow.com at 1-888 999-9803 x129 or Bev LaVelle at 759-2726 with any questions you may have.

Expanded Criminal History Check

Yorktown Community Schools

Effective July 1, 2009, Indiana Code 20-26-5-10, requires all new hires to obtain an expanded criminal history check.

Your signature indicates that you understand that prior to recommendation for employment with the Yorktown Community Schools and will be required to submit to a \$29.00 expanded criminal history check at your expense.

Signature of Applicant **Date**

First Name **Middle Name** **LastName**

Suffix: _____

Current Address: _____
Street **City** **State/Zip**

Mother's Maiden Name: _____ **Date of Birth (mm/dd/yy):** _____

SSN: _____ **Gender:** _____

Email Address: _____

1. Once completed return to:
Bev LaVelle, Yorktown Community Schools, 8800 W. Smith St., Yorktown, IN 47396
2. You will receive an email with your username and password from mybackground.com to complete the application process and pay online.
3. When the background check is completed you will receive an email to review your background check.
4. At this time, review your background check and share your information with Yorktown Community Schools.

Any additional cost incurred as a result of your expanded background check will be the responsibility of the employee.

Civil Rights Nondiscrimination Policy

The Yorktown Community Schools are committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to the Superintendent of Schools at 8800 W. Smith Street, Yorktown, IN 47396, (765) 759-2720.