

PLEASE READ INSTRUCTION SHEET THOROUGHLY BEFORE APPLYING.

EXPANDED CRIMINAL HISTORY – The link to the criminal history site is:

<https://secure.safehiringsolutions.com/app.cfm?id=07C204DB-45A4-4FD1-9056-178B4F1D26E6>

Once you get to the Safe Hiring Solutions site, you will need to use the drop down box and click on the appropriate box, “I am applying as an employee” and continue to complete this process. Due to the information required and the cost involved, Eastbrook Community Schools will not be performing this process. You will need a credit card; the cost is approximately \$30.00. ***The price can be higher if you have lived in several different places.*** If you are asked for a code, use: ECSC793

* The State of Indiana now requires a Department of Child Services Check. Please note that you will be sent additional instructions by Safe Hiring Solutions and/or receive emails from KidTraks. **You must fill these out to complete your check. Please watch for the emails from KidTraks, they may say do not reply, but they have important information and instructions in them. They should prompt you to fill out information regarding previous and present home addresses.***

**** Also, we have been notified that applicants should NOT use a school/college related email address. They should use a personal email such as a personal gmail, yahoo, etc. account. School emails have firewalls that can block informative emails that you may need to receive.**

When you are prompted to choose either CERTIFIED or NON CERTIFIED employee – be sure to choose correctly.

CERTIFIED employees would include: Superintendent, Principals, Teachers and Counselors.

NON CERTIFIED employees would include anyone working in a position that does not require a professional license (i.e. aides, office staff, custodial, bus drivers, cooks, coaches that are not teachers etc.).

SUBSTITUTE TEACHERS – You need to choose CERTIFIED.

STUDENT TEACHERS – You can choose NON-CERTIFIED.

You can also reach the link above online by going to our website at:

eastbrook.k12.in.us

From the homepage:

*Go to the very top left corner and click on “Employment”.

*Scroll down to “Instructions to apply for Expanded Criminal History”, when you click on this it will give you the highlighted link.