

# EDINBURGH COMMUNITY SCHOOL CORPORATION

Edinburgh Community School Corporation adopted a policy that mandates a yearly criminal background check for anyone applying for employment, accompanying a field trip, or volunteering for the school corporation. Anyone who refuses to comply will automatically be excluded. This is being done solely to protect our children. If you plan to be employed, volunteer, or chaperone anytime this school year, please complete the following information and return to your school principal. The information you provide will be used only for the purpose intended and will be kept in the strictest confidence.

Thank you for working with us to keep our children safe.

## Please print clearly

Legal Name as it appears on your driver's license or social security card:

First: \_\_\_\_\_ Middle Initial \_\_\_\_\_ Last \_\_\_\_\_ Mr. Mrs. Miss Ms.

Alias First Name \_\_\_\_\_ Alias Last Name \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Race: (Please check one)

\_\_\_\_\_ American Indian/Alaskan

\_\_\_\_\_ Asian/Pacific Islander

\_\_\_\_\_ Black

\_\_\_\_\_ Multi-Racial

\_\_\_\_\_ White

\_\_\_\_\_ Unknown

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Teacher's Name \_\_\_\_\_

Gender: (Please check one)

\_\_\_\_\_ Female

\_\_\_\_\_ Male

**\*\*WE WILL HAVE TO HAVE A COPY OF YOUR  
DRIVER'S LICENSE**

Social Security Number \_\_\_\_\_

By signing below, I verify that the above information is true and correct.

Signature \_\_\_\_\_

Driver's License verified by \_\_\_\_\_

**For office use only**

*Place driver's license/personal ID  
here & copy onto sheet.*

Return this form to \_\_\_\_\_

Date Needed \_\_\_\_\_

This person is:

\_\_\_\_\_ Prospective Employee

\_\_\_\_\_ Chaperone – Field Trip Date/Destination \_\_\_\_\_

\_\_\_\_\_ Volunteer – Position \_\_\_\_\_

\_\_\_\_\_ Teacher Re-license/Substitute

Processed (date) \_\_\_\_\_ Processor (initials) \_\_\_\_\_

Results (OK, OK w/note, Denied) \_\_\_\_\_