

BACKGROUND CHECK INFORMATIONAL SHEET

The following is some information you need to know for the proper processing of your background checks for Carlisle Local Schools:

- 1) **NEW EMPLOYMENT:** We do require both the State (BCI) and Federal (FBI) background checks be completed. This is at your cost.

RENEWAL FOR EMPLOYMENT: Only the FBI is required as long as you have lived in the State of Ohio continuously for the past 5 years, & been continuously employed with Carlisle for the past 5 years.

- 2) Most places only accept cash or money order for payment, so please make sure you check with your location of choice before you arrive on their accepted payment methods.
- 3) You will need to take a driver's license or photo ID when you have your background checks completed.
- 4) You will need to request to have your background checks sent to the Board of Education office for Carlisle schools.

Please have them sent to:

- Carlisle Local Schools Board of Education; Attn: Superintendent's Office
230 Jamaica Rd., Carlisle, OH 45005

- 5) If you need your background checks sent to multiple locations for various needs, in addition to employment/coaching with Carlisle schools, it is your responsibility to request that at the time of your fingerprinting.
 - If you need a photocopy of the original report that was sent to the district, it is your responsibility to request it from Carlisle Schools by calling the Superintendent's Executive Assistant at 937-746-0710, ext. 501. The Superintendent's Office at the Board of Education is open Monday-Friday 8a-3:45p.
- 6) For ink/roll fingerprinting (*needed only when your fingerprints cannot be read electronically*):
 - Carlisle Local Schools does not supply the cards for ink/roll fingerprinting.
 - If the location you choose to go to for fingerprinting charges for the ink/roll card(s) – *there may be a charge for the BCI card and the FBI card*, the cost of the card(s) is at the expense of the employee/potential employee, along with the cost of the fingerprinting for the background check.
 - any additional cost charged by the State of Ohio for processing of card(s) would need to be mailed in with the fingerprint cards by the person requesting report; cost determined by State of Ohio (*cost subject to change*); person being fingerprinted should ask for instruction sheet on mailing in cards from fingerprinting location at the time of having fingerprints done

7) LOCATION RECOMMENDATION

While we recommended having your background check done at Warren County Educational Service Center, you may go to any location of your choosing.

- If you choose to go to WCESC, be sure to call and/or check the website for current information on days/times, appointment scheduling, cost, and other pertinent information:
<https://www.warrencountyesc.com/Administration2/1>
- Warren County Educational Service Center
1879 Deerfield Road, Lebanon, Ohio 45036
Phone: 513-695-2900
- Bring Driver's License / Photo ID