

Department of Education – Department of Schools Background Investigation Checklist

PRINTED NAME OF APPLICANT _____

EMAIL ADDRESS _____

PROGRAM _____

PACKET REVIEW BY (PRINT NAME) _____

REQUIRED DOCUMENT FOR APPLICANT	REQUIREMENT OF EACH DOCUMENT	VERIFIED BY Education HR Personnel (Initial box)	VERIFIED BY Background Investigator (Initial box)	VERIFIED BY Background Adjudicator (Initial Box)
Contingency Agreement (if required)	✓ Original agreement signed by all parties.			
Reference Forms (Reference calls will be conducted by Supervisor and/or HR Personnel)	✓ Employment Reference Check(s) for past 1 year & Employment Verification(s) for the past 5 years. ✓ Personal Reference checks (3) (Cannot be listed on Employment Reference)			
<ul style="list-style-type: none"> Mississippi Educator License All Official College Transcripts Official High School Transcript or GED Transcript 	✓ For Certified Positions: Attach a copy of Educator License ✓ For Non-Certified positions that require college hours: Attach official college transcript(s) or have Escript sent via email to brittany.steve@choctaw.org ✓ For Non-Certified positions: Attach sealed official high school transcript or GED transcript			
Driver's License Social Security Card	✓ Bring both documents when getting fingerprinted.			
Ranking Form	✓ To be completed by Background Investigation			
Selective Service Registration www.sss.gov ; or DD-214; or Exemption	✓ Attach a copy of SS letter, DD-214 or Exemption letter (if applicable)			
Completed (TF-85)-DOE/DOS Background Packet <ul style="list-style-type: none"> Authority to Release Information (Page 8) Background Application/Security Questionnaire (Pages 1-7) Supplemental Questionnaire for Child Care Positions (Page 9) 	✓ READ CAREFULLY and ANSWER all questions in their entirety. ✓ Signed and dated where indicated. ✓ Answer questions that do not apply with "None" or "NA"			
Sex Offender Registry Check (Search will be conducted by HR Personnel)	✓ The Sex Offender search will be completed on applicant through the National Sex Offender Registry.			
Motor Vehicle Report Form (Only if required to operate tribally-owned vehicles)	✓ Attach completed form; signed and dated (if applicable)			
Background Check Intake Fingerprint Card State Background Check Form	✓ Complete intake accurately and fully ✓ At least one completed fingerprint card on file - (signatures on card)			
Background Due Process Paperwork (if applicable)	✓ To be completed by Background Investigation			
Finding Form Certification	✓ Signed and Dated by Background Investigator ✓ Signed and Dated by Adjudicator			

Background Investigations Packet for Department of Education Programs

11/02/2022 (Revised)