



FRANKLIN COUNTY

COMMUNITY SCHOOL CORPORATION

765 - 647 - 4128 • 225 E. 10th Street, Brookville, Indiana 47012 • fccsc.k12.in.us

Welcome to the Franklin County Community School Corporation—we're excited to have you join our team! Before you begin your coaching position, please complete the following two steps.

STEP 1 - PAYROLL PACKET

Please complete the attached payroll packet that includes tax forms and direct deposit information. We will also need a copy of your driver's license and social security card. **You must turn in your completed payroll packet to the central office** (225 E. 10th Street, Brookville) Monday through Friday, 8-4. If you have any questions regarding your payroll packet, please contact Crystal McQueen at cmcqueen@fccsc.k12.in.us or 765-647-4128 ext 1552.

STEP 2 - BACKGROUND CHECK

FCCSC and state law requires a background check for all coaches. Background checks are valid for 5 years. Click here to complete the Safe Hiring Solutions background check: <https://secure.safehiringsolutions.com/app.cfm?id=85EBE51F-5677-4D82-8E6A-7426D29E4828>. Be sure to select "non-certified employment" in the position dropdown.

The background check is a two-step process. The first step is to complete the information in the Safe Hiring portal (link above). The second step is to complete the information in a follow-up email from KidTraks (the DCS portion). The KidTraks DCS portion is time sensitive so be sure to check your email daily.

A credit card will be required to complete the background check. The cost starts at \$27.40 and may vary based on address history. If you have any questions regarding your background check, please contact Kendra Sparks at ksparks@fccsc.k12.in.us or 765-647-4128 ext 1551.