



## Department of Education – Department of Schools Background Investigation Checklist

PRINTED NAME OF APPLICANT: \_\_\_\_\_

PROGRAM: \_\_\_\_\_

PACKET REVIEWED BY (PRINT NAME): \_\_\_\_\_

REQUIRED DOCUMENT FOR APPLICANT	REQUIREMENT OF EACH DOCUMENT	VERIFIED BY HR Personnel (Initial the box)	VERIFIED BY BACKGROUND INVESTIGATION (Initial the box)
Completed (TF-85) – DOE/DOS Background Application	<ul style="list-style-type: none"> <li>- ANSWER all questions in their entirety; signed and dated.</li> <li>- Answer questions that do not apply with “None” or “NA”</li> </ul>		
Authority to Release Information Form (Page 8)	<ul style="list-style-type: none"> <li>- Complete form.</li> <li>- Signed and dated</li> </ul>		
Supplemental Questionnaire for Child Care Positions	<ul style="list-style-type: none"> <li>- ANSWER all questions</li> <li>- Signed and dated.</li> </ul>		
Selective Service Registration <a href="http://www.sss.gov">www.sss.gov</a> ; or DD-214; or Exemption	<ul style="list-style-type: none"> <li>- Attach a copy (if applicable)</li> </ul>		
All Official College Transcripts Administrator’s License Teacher’s License	<ul style="list-style-type: none"> <li>- Attach sealed official college transcripts (if applicable) or Ms. Dept. of Ed. License for teacher or administrator positions</li> </ul>		
Official High School Transcript OR GED Certification	<ul style="list-style-type: none"> <li>- Attach sealed official high school transcript or GED Certification</li> </ul>		
Motor Vehicle Report Form <i>(Only if required to operate tribally-owned vehicles)</i>	<ul style="list-style-type: none"> <li>- Attach completed form; signed and dated (if applicable)</li> </ul>		
Driver’s License Social Security Card	<ul style="list-style-type: none"> <li>- Attach Copy of Documents</li> </ul>		
Background Check Intake Fingerprint Cards	<ul style="list-style-type: none"> <li>- Provide 2 completed cards</li> <li>- Complete accurately and fully (Cards MUST have SIGNATURES)</li> </ul>		

**NOTES:**

- **Please ensure application and forms are completed, signed and dated. Also attach all the necessary documents that are applicable.**