

# **EXPANDED BACKGROUND SEARCH & DCS SEARCH APPLICATION PROCEDURE**

All new employees (including coaches, volunteer coaches, substitutes and ECA bus drivers) are required to submit a request for an extensive background search and DCS search.

## **STEP 1: SUBMIT EXPANDED BACKGROUND SEARCH REQUEST:**

- Go to the district's webpage at <https://www.ptsc.k12.in.us>.
- Go to the "Departments" tab at the top of the page on the right
- Click on "Employment and HR", click on "Careers", click on "Search Procedure", and click on "Background Search"
- Complete all information in detail and submit
- Acceptable types of payment are credit card or debit card.

## **STEP 2: SUBMIT DCS SEARCH REQUEST:**

- **After completion of Step 1, check your email daily!**  
**YOU WILL RECEIVE A SEPARATE EMAIL FROM THE INDIANA DEPARTMENT OF CHILD SERVICES WITHIN THE NEXT FEW DAYS TO COMPLETE THE REQUIRED INDIANA DCS FORM ONLINE. THE EMAIL WILL COME FROM [KidTraks@dcs.in.gov](mailto:KidTraks@dcs.in.gov).** If you encounter any difficulty during the application process, please do NOT call the school. Call Safe Hiring Solutions directly 1-888-215-8296.
- If the DCS Search requires additional information or if a NON-INDIANA DCS Search is required, the applicant may be notified with additional information after Step 2 is completed.
- **IT IS THE APPLICANT'S RESPONSIBILITY to respond as soon as possible to any requests for additional information!**
- It is imperative to carefully follow the DCS directions in detail. **If the form is not completed properly, DCS simply will not process your request and will not respond.**
- In most cases, the results of the out of state DCS search will be sent directly to the applicant. **Upon receipt of these results, it is THE APPLICANT'S responsibility to provide a copy of these results to the Administration Office.**
- Failure to complete this process may result in dismissal.

## **TAX FORMS (New Employees):**

Bring the following information when reporting to the Administration Building to complete tax forms:

- Two forms of identification (see a list of acceptable identification attached)
- Banking account information for direct deposit payroll