

BACKGROUND CHECK PROCESS

Because the safety of our students and staff is our top priority, those wanting to become Edgewood ISD employees, interested applicants, volunteers, or student teachers/observers, must perform a background check for security measures before serving in our district.

Human Resource Process: (Employees, Interested Applicants, Volunteers, and Student Teachers/Observers)

Step One: Online Application:

1. All **Employees, Interested Applicants, Volunteers, and Student Teachers/Observers** must complete an online application. The applications can be found on our career page at <https://www.applitrack.com/eisd/onlineapp/>. All applicants who submit their online application will receive an email confirmation if the application has been successfully submitted. HR will continue to be in contact with applicant during their application pipeline.
2. All **Volunteers**, to include but not limited to all community volunteers, business and community partners, or any other person wanting to gain access, work or help in the school, (e.g., Presenters, Interns, **Student Teachers/Observers**, etc.), or who intend to do business with the school or District where students and/or minors are present must complete an online application. The applications can be found on our career page under "Volunteer" at [Volunteer Homepage - \(frontlineeducation.com\)](http://frontlineeducation.com). All volunteers who submit their online application will receive an email confirmation if the application has been successfully submitted. Volunteers may check the status of their of their application by logging back into their volunteer profile, and review the "Application Maintenance field" for status. An email confirmation will be sent regarding application approval. If application is denied, the Human Resources Department will be in contact with applicant to discuss their clearance information.

Step Two: Background Check:

1. The Human Resources Department obtains date of birth and full name from submitted online application into Texas Department of Public Safety secure site and reviews any information given through both FACT Clearinghouse and Criminal History (Local) search.
2. If charges are listed, the Human Resources Department will determine if employee, interested applicant, volunteer, or student teacher/observer is cleared or not cleared to enter Edgewood ISD.
3. Clearance information can only be discussed to employee, interested applicant, volunteer, or student teacher/ observers.

Any additional questions can be directed to the Human Resources Department via email at HumanResourcesDept@eisd.net or by calling our office at 210-898-2020.