



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

NOTES:

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