## **Background Check Procedures**

The Sumner County Board of Educatriequires a Criminal Background Check (CBC) for all new employees returning employees. Current employees must also complete a CBC every 5 years. Your background must be verified and cleared by the Human Resources Department before you can begin wto the working are a new classified employee, newsubstitute, nonfaculty member, or current employethere will be no charge. If you are a certified teacher or returning employee, \$315 will be subtracted from your first paycheck.

To make an appointment, please follow the instructions belowesktop/Laptop):