

# SOUTH MILWAUKEE RECREATION DEPARTMENT

## Application and Background Check Process

- The School District of South Milwaukee is required to have an application and background check on file for all paid and volunteer staff that must be updated every two (2) years.
- The school district has transitioned to an outside source, **BIB**, for processing background checks. The following is what you can expect:
- **Paid employees** must submit the application, W-4 form, I-9 form and Direct Deposit form.
- **Volunteers** must submit the application.

***Applicants must use their formal name – no nicknames. The date of birth format must be Month-Day-Year (example 12/15/1987). It is very important that the application form be legible and complete. If any wrong information is submitted the background check will not be accurate and could result in a false response.***

The Recreation Department will send you the link for a **BIB Background Check** as soon as we have your signed application and email address. It takes time to process so you must complete the online form immediately but no later than 7 days prior to any contact with students or the public.

- a. The Recreation Department will note on the application the date the link was sent to the applicant, the date the results are received, and whether the applicant was cleared or denied.
  - b. Financial paperwork (if a paid employee) will sent to the District Office to be kept on file.
  - c. All paid/volunteer applications will be kept on file in the Recreation Department office.
- If an applicant does not have access to a computer or the internet, the Recreation Department has chrome book that can be used to complete the process at our office.