



Contractor/Vendor Background Check Requirements

We are excited to have you join us here in Champaign Unit 4 Schools and look forward to the work you will do for our fantastic students, staff, families, and community members. As we prepare to welcome you, there are a few things we need from you to ensure your project runs as smoothly as possible and to protect our students' safety and welfare.

Every Contractor/Vendor employee who may have interactions with any Unit 4 students must successfully complete a fingerprint-based criminal background check through Champaign Unit 4 Schools prior to beginning any on-site work on a project. The following steps are used to facilitate these checks:

1. Project Information

The information below should be emailed to careersupport@u4sd.org.

- Contractor/Vendor company name
- Contact person for company (this person will receive the results of the checks)
- Name of the project
- Location of the project
- Date(s) of the project
- Full names of contractor/vendor employees scheduled on the project who require fingerprinting
- Preferred background check method (see below)

All required information must be turned in prior to scheduling a background check. **The District will NOT conduct any background check without this information on file.**

2. Background Check Method

There are two options to complete required fingerprint-based background checks.

Method #1 – Champaign Unit 4 Schools In-House Fingerprinting

The District conducts in-house fingerprinting at the Unit 4 Administrative Center (502 West Windsor Road in Champaign). To set up appointments, please contact the Unit 4 Fingerprint Technician at (217) 351-3805 during normal business hours. When a Contractor/Vendor employee comes for an appointment, they will need to bring the following:

- Payment in cash/check for the cost of this background check (currently \$35).
- One form of photo ID, preferably a Driver's License, State ID card, or Passport.
- A completed *Authorization for Release of Criminal History Record Check* form (included in this packet).
- A completed *State of Illinois Department of Children and Family Services Authorization for Background Check* form (included in this packet).

Method #2 – Locations Outside Champaign-Urbana

The District also has an established relationship with an outside provider (Bushue Background Screening) that can conduct fingerprinting and send the results to Champaign Unit 4 Schools for review. Bushue has locations across the State of Illinois and can also travel to any Contractor/Vendor's preferred location to do fingerprinting on-site (for a fee). The results will flow into the Unit 4 background check system just like all results from in-house fingerprints, **as long as the Contractor/Vendor requests this at the time of fingerprinting.**

Contractors/Vendors can use the link below to schedule an appointment for workers at one of locations listed or they can call (217) 342-3042 to schedule an on-site visit.

<https://bushuebackgroundscreening.acuityscheduling.com/schedule.php>

The cost for fingerprinting through Bushue is currently \$52 per Contractor/Vendor employee (\$54 if paying by credit/debit card). The cost of on-site visits varies. Payments for all services are made directly to Bushue and Contractor/Vendor employees will be required to complete whatever paperwork and provide whatever documentation Bushue requires.

3. Background Check Results

Fingerprint background check results may be back within 24 hours, but can sometimes take up to 1 month if further investigation is required. **Please schedule accordingly.**

Once a Contractor/Vendor employee has cleared the background check, the Company Contact Person will receive a clearance email from our Fingerprint Technician. This email serves as the final authorization for that Contractor/Vendor employee to begin work on a project.

Under NO CIRCUMSTANCES will any Contractor/Vendor employee be allowed on site if they have not been cleared! Every company is expected to monitor their workforce carefully for compliance and the District may take legal action against any Contractor/Vendor that fails to do so.

The District maintains a database of Contractor/Vendor employees who have cleared background checks. If a Contractor/Vendor employee returns to the District for another project, they will only be required to complete another background check if they have not done so **within the last twelve months.**

To further streamline the clearance process and minimize disruptions on projects, the database will also be shared with Construction Managers. (Please note that the database does not contain detailed information about the results; it only contains names of Contractor/Vendor employees and a note about whether or not they are cleared to work. The District does NOT share copies of the actual checks with anyone.)

If you have questions about background check requirements, please call the Champaign Unit 4 Schools Fingerprint Technician at (217) 351-3805 or email careersupport@u4sd.org. Questions related to the project itself should be directed to the designated contact in the Capital Projects & Planning Department.

August 2, 2018

AUTHORIZATION FOR RELEASE OF CRIMINAL HISTORY RECORD CHECK

Champaign Unit 4 School District
502 W. Windsor Road
Champaign, Illinois 61820

TO BE COMPLETED BY APPLICANT/EMPLOYEE

PLEASE ***PRINT*** LEGIBLY OR TYPE

LAST NAME: _____ FIRST NAME: _____ MI: _____

POSITION: _____ LOCATION (SCHOOL/BLDG) _____

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____ / _____ / _____
Month Day Year

PLACE OF BIRTH (State or Country): _____

Sex: _____ Race: _____ (Selection Options: Asian; American Indian/Alaskan; Black, White/Hispanic; Unknown)

Eye Color: _____ Hair Color: _____ Height: _____ Weight: _____

DRIVER'S LICENSE NUMBER: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

E-MAIL ADDRESS: _____ PHONE NUMBER: _____

APPLICANT AUTHORIZATION

Without reservations, I authorize this organization to procure my criminal history record and to furnish this information concerning my criminal history record check or other history.

APPLICANT SIGNATURE: _____ DATE: _____
.....

VERIFY Account Code: _____ XCMPU4 _____ VERIFY Reference # _____

APPLICANT JOB CATEGORY: _____ CSE OR1: IL010004S _____
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TO BE COMPLETED BY LIVE SCAN TECHNICIAN

DATE:	TIME:
ISP TCN Tracking #: LS10374L4954	
Proof of Identification	
<input type="checkbox"/> Driver's License <input type="checkbox"/> State I.D. <input type="checkbox"/> Military I.D. <input type="checkbox"/> FOID <input type="checkbox"/> Student I.D. <input type="checkbox"/> Other	
TECHNICIAN NAME:	

