

Instructions

Please make sure the following is completed when a person is filling out a job application for a position in our district.

Each applicant needs to fill out both a general background check authorization form and an authorization for release of child abuse information form. The authorization for release of child abuse information form used should correspond to where they live.

- If they live in IA they fill out an Iowa form.
- If they live in either NE or SD they fill out a Nebraska form.

Below are instructions to complete the IA child abuse information form.

Please make sure that the applicant signs the forms they fill out.

Forms that are not filled out properly cannot be processed and place that person on hold until the forms are correctly filled out.

IA Child form (Authorization for Release of Child Abuse Information) – The applicant must complete Part A line 2, and sign Part B.

One Source must sign Part A line 4.

Do not sign anything in Part C – IA Health and Human Services will complete that section when they have processed the request.