



SEVENTH-DAY ADVENTIST EDUCATION

*Indiana Conference
Headquarters*

PO Box 1950
Carmel, Indiana 46082
Telephone: (317) 844-6201
Fax: (317) 571-9281
www.indianaadventist.org

Dear Friend:

Thank you for your interest in working or volunteering at a school in the Indiana Conference of Seventh-day Adventists! I greatly appreciate your willingness to be of service to children.

Because we want to protect our children and obey the law, we do a background check on every employee or volunteer who joins our team. Included with this letter is an application form and State Form 49215 that you should complete and mail to our central office using the pre-addressed envelope. If no envelope is provided, please mail or fax your application to us using the contact information on the form.

In most cases the information you provide on the application and State Form 49215 is all we need to conduct the background check. However, if you will have regular, unsupervised interaction with students, the principal and/or board chair may ask you to submit a completed fingerprint card along with your application. The Indiana State Police will assist you in getting fingerprinted.

If you have been a member of your local church or school community for *less than* six months we will also need to obtain three references from former pastors, employers or coworkers. We will contact you directly for that information.

Please be assured that *only* the Office of Education staff and the principal and/or board chair of the school in which you will be volunteering/working will be privy to any of your personal information.

Thank you for working with us to ensure the physical and emotional safety of our children. If you have any questions or concerns, please don't hesitate to contact me.

Best wishes,

Mark Haynal, Ed.D.
Superintendent of Schools