

# Background Check Directions

1. A background check form is required for any mentors/job shadow supervisors that are not a staff member in the Silver Falls School District, a Silverton Hospital staff member, or a Silverton Police Department staff member.
2. Write your name and your AG teacher names on the top of the background check form. This is the only way we can track it!
3. Take this form with you when you approach a potential mentor/job shadow supervisor.
4. Make sure all boxes are filled out on both sides.
5. Make sure that SHS is filled in for the school volunteering at.
6. Completed forms are sent to **Melissa King in the Main Office**. Take a pre-addressed and stamped envelope when you go. DO NOT take the completed form. They must be mailed to:  
Silverton High School- Attn. Melissa King  
1456 Pine Street  
Silverton, OR 97381  
Or they can be emailed to Melissa King at [king\\_melissa@silverfalls.k12.or.us](mailto:king_melissa@silverfalls.k12.or.us)
7. The forms are good for 3 years once cleared. We can look up a person if they did fill one out before to see if it's expired.

**YOU MAY NOT START THE JOB SHADOW UNTIL YOU HAVE A NOTIFICATION OF APPROVAL**