

School District of South Milwaukee Application/Background Check Instructions:

As a part of the School District of South Milwaukee, we are required to have an application and background check on file for all paid and volunteer staff. These must be updated every two (2) years.

The school district has recently transitioned to an outside source, BIB, for the processing of these background checks. **This is a more secure way for the applicant to secure the background check.**

The following is what you can expect.

The applicant will complete the appropriate application and submit it to the Recreation Director or his secretary. **APPLICANTS NEED TO USE THEIR FORMAL NAME – NO NICKNAMES. THE DATE OF BIRTH FORMAT MUST BE “00/00/0000”.** **It is very important that the application be very legible and complete. If any wrong information is submitted the background check will not be accurate and could result in a false response.**

The secretary will then enter the applicant’s information into a secure website with BIB.

The applicant will receive an email from “bib.com” with a link inviting the applicant to do the background check. The Recreation Department will be notified when the background is complete and if the applicant has passed. If an applicant does not pass the background check, only the applicant is told the reason why. This reason is not disclosed to the school district or the Recreation Department.

If an applicant does not have access to a computer or the internet, we have an available chrome book that can be used to complete the process at our office.