

### Background Check

Before a substitute can be scheduled to work, a criminal background check must be completed. The substitute candidate will be “invited” to complete the online background check through Trusted Employees. An email address is needed in order for the MAWSECO Business Office to send the “invite.” By law, the substitute candidate is responsible to pay for the background check. This is all done online. Once the background check is processed, the substitute candidate will be notified and scheduled to work. The turnaround time once submitted to Trusted Employees is approximately 1-2 business days.