

NAME: _____

EMPLOYMENT/VOLUNTEER POSITION: _____

PHONE: _____

EMAIL: _____

NEW EMPLOYEE/VOLUNTEER BACKGROUND CHECK & VIRTUS INFORMATION

All employees and volunteers at Immaculate Heart of Mary Parish & School are required to be VIRTUS trained and have a background check on file.

VIRTUS TRAINING

Have you already been VIRTUS trained?

YES NO

If YES please provide the location that you took the class and the approximate date:

Also provide your last parish or school of employment or volunteering:

If NO please visit www.virtusonline.org to register and sign up for a class. Please list the date and location of class below:

Please return ALL forms to Julie Bowling in the Parish Office.

If you have questions contact Julie at 330-929-8361 x10 or jbowling@ihmcfo.org.

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BACKGROUND CHECK

You may have your fingerprints taken at any Bureau of Motor Vehicles.

Prints taken on date: _____

Location: _____

On the fingerprinting form please indicate that you want the result to be sent to:

Julie Bowling - IHM Parish
1905 Portage Trail
Cuyahoga Falls, Ohio 44223

FOR EMPLOYEES: Both the BCI & FBI prints are required.

FOR VOLUNTEERS: Only the BCI prints are required.

The cost of the background check is the responsibility of the employee or volunteer.

Background Check Code for non-teaching or non-school positions is 2156.86.

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**NEW EMPLOYEE/VOLUNTEER
BACKGROUND CHECK & VIRTUS INFORMATION**

****FOR LICENSED TEACHERS ONLY****

Background Check Reminder

*Please refer to this information when obtaining
BCI and/or FBI fingerprinting
for Immaculate Heart of Mary School*



Request that results be mailed to

BOTH

Ohio Department of Education

AND

Immaculate Heart of Mary Parish

Fill in the address for mailing of results to:

Immaculate Heart of Mary Parish

1905 Portage Trail

Cuyahoga Falls, OH 44223

AND

Check the box for electronic direct copy to be sent to:



OHIO DEPARTMENT OF EDUCATION

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NEW EMPLOYEE/VOLUNTEER BACKGROUND CHECK & VIRTUS INFORMATION

All volunteers and employees are required to read and acknowledge receipt of the following documents:

- Policy for the Safety of Children in Matters of Sexual Abuse (Rev June 2016)
- Standards of Conduct for Ministry (Rev June 2016)

These documents can be found at <http://www.dioceseofcleveland.org/childprotection/>

Print and sign the acknowledgement forms from reviewing the Policy for the Safety of Children in Matters of Sexual Abuse (page 7-65) and Standards of Conduct for Ministry (page 17).