

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.virtus.org](http://www.virtus.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](mailto:jbowling@ihmcfo.org).

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.

### **BACKGROUND CHECK**

You may have your fingerprints taken at any Bureau of Motor Vehicles or Holy Family Parish Office in Stow.

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.

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](mailto:jbowling@ihmcfo.org).

NAME: \_\_\_\_\_

EMPLOYMENT/VOLUNTEER POSITION: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

## **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/>

Each document has an acknowledgement page that must be completed and also returned to Julie Bowling.

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](mailto:jbowling@ihmcfo.org).