



BACKGROUND CHECK / FINGERPRINTING

All new employees (cleric, parish, school, Archdiocesan employees and Archdiocesan institutions) must complete both manual and an electronic background check at time of employment with no further requirement for a manual fingerprint completed in the future. This electronic background check is done through SELECTiON.COM.

The State of Ohio has additional requirements for staff and faculty working in schools. For more information, please follow this link – <http://www.catholiccincinnati.org/ministries-offices/catholic-schools-office/educator-resources/certificationlicensure/>

Current employees must sign up for electronic background checks through SELECTiON.COM within 5 years of their last manual fingerprinting.

All employees (parish, school, Archdiocesan employees and Archdiocesan institutions) must complete a B4 form when they are first hired.

If you are only volunteering, then you can do a background check through SELECTiON.COM, our background check provider. Because your background is being checked electronically on a quarterly basis, you are now able to volunteer / work anywhere within the Archdiocese of Cincinnati.

It is your responsibility, to make sure your contact information is current and the list of locations in your VIRTUS account is current.