



## ELDER HIGH SCHOOL®

Dear Elder High School Coach:

Welcome to Elder High School! It is our pleasure to offer you a coaching position at Elder High School. We're a school driven by the pursuit of Altiora according to the teachings of the Roman Catholic Church—the same characteristic we look for in our employees. We believe you reflect these values and feel confident you'll find rewarding opportunities with us.

All coaches must comply with the Archdiocese of Cincinnati Decree on Child Protection prior to having any interaction with students. All job offers are contingent upon successfully completing the selection.com background check, BCI fingerprints, FBI fingerprints and remaining current with your Virtus bulletins.

All coaches must have completed the below requirements and all documentation should be submitted to Dave Dabbelt(DabbeltDC@elderhs.net), Elder High School Athletic Director.

- Pupil Activity Permit (issued through the Ohio Department of Education)
  - See guidelines to obtain a pupil activity permit- **Pupil Activity Permit Guidelines**
- Copy of current CPR card
- Fundamentals of Coaching Certificate
- Concussions Certificate

The necessary forms which will need to be completed can be found at **[www.elderhs.net/New Hire](http://www.elderhs.net/NewHire)**.

- 1) **Decree on Child Protection Policy** (<http://www.catholiccincinnati.org/ministries-offices/safe-environment-for-children-and-youth/virtus-awareness-session/>)
  - Create a VIRTUS account & attend a VIRTUS Awareness Session
    - VITRUS training sessions are listed on the VIRTUS website [www.virtus.org](http://www.virtus.org) and select Registration/View list of sessions/select Cincinnati, OH/Start Registration
    - You must log into your Virtus account monthly and complete the monthly bulletins. If you are ever (3) bulletins behind your account will be suspended and you will not be allowed to work with students until your account is up to date.
    - If you already have a current Virtus account for another location add Elder High School as an additional location.
  - **Complete the B-4 Form- Front & Back**

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### 2) BCI & FBI Fingerprints

- These must have been completed within the last (5) years
- This is a requirement for the Pupil Activity Permit AND VIRTUS
- There is a cost of \$62.00 (cash or check only) for both of these fingerprints, reimbursable by Elder High School.
- It is recommended that you get fingerprinted at a Selection.com facility. This significantly speeds up the clearance approval from the Archdiocese of Cincinnati.
  - Finger print locations of Selection.com:
    - 155 Tri County Pkwy Cincinnati, OH 45246
    - 1711 Runway Drive Middletown, OH 45042
    - Mobile units may be available check website for details

### 3) Selection.com Back Ground Check

- Login to VIRTUS/Click “Toolbox”/Click “Selection.com Background check
- This is a one-time requirement as long as you stay active/current in the Virtus system.
- The cost is \$25

### 4) I-9 Verification

- Complete section 1.
- You will be required to present your proof of citizenship (i.e. driver’s license and social security card). A complete list of acceptable documents is listed on page 9 of the form.

### 5) U.S Withholding form (W-4)

### 6) State Tax form

- If you have a local tax you would like withheld from your paycheck you must indicate the school district number for Ohio

### 7) Additional Local Tax

- If your residence is in a city that has city taxes levied, you may authorize payroll deductions to meet the obligation by completing the local tax deduction form.

### 8) State of Ohio New Hire Form

### 9) Direct Deposit Form

### 10) Archdiocese of Cincinnati Workplace Violence Prevention Policy

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All forms, along with proof of citizenship should be completed to Susan Summers, HR Manager in person. Please email Susan at [SummersSM@elderhs.net](mailto:SummersSM@elderhs.net) or call her at 921-3476 to schedule an appointment. Pay will not be issued until all of the above are on file on our office.

Should you have any questions or need any additional information please contact Susan Summers at [SummersSM@elderhs.net](mailto:SummersSM@elderhs.net).

We look forward to having you work with us.

Sincerely,

Tom Otten

Elder High School Principal

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