



ELDER HIGH SCHOOL®

Dear Elder High School Gameworker--

Welcome to Elder High School! It is our pleasure to offer you a 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 employees 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.

The necessary forms which will need to be completed can be found at www.elderhs.net/New Hire.

- 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 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**
- 2) **BCI & FBI Fingerprints**
 - These must have been completed within the last (5) years
 - There is a cost of \$62.00 (cash or check only) for both of these fingerprints, reimbursable by Elder High School.
 - 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
 - Receipts should be submitted to Susan Summers, HR Manager at SummersSM@elderhs.net or in person.
- 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.

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- The cost is \$25 and is not a reimbursable expense
- 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 you 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**

All forms, along with proof of citizenship should be completed to Katie Muldoon, HR Manager in person. Please email Susan at 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.

We look forward to having you work with us.

Sincerely,

Tom Otten

Elder High School Principal

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