

**APPENDIX B**  
**Archdiocese of Cincinnati**  
**B.4 FORM (page 1 of 2)**

**Register Check in Accordance with Section B.4 of the Decree on Child Protection**

**Applicant for Employment:**

**Hiring Agent:**

\_\_\_\_\_ *Last Name*

\_\_\_\_\_ *Name of School, Parish, etc.*

\_\_\_\_\_ *First Name and Middle Initial*

\_\_\_\_\_ *Street Address*

\_\_\_\_\_ *Maiden Name (if applicable)*

\_\_\_\_\_ *City*                      *State*                      *Zip*

\_\_\_\_\_ *Last Four (4) Digits of Social Security No.*

\_\_\_\_\_ *Name of Hiring Agent*

\_\_\_\_\_ *Position Applied For*

\_\_\_\_\_ *Position of Hiring Agent*

\_\_\_\_\_ *Signature of Hiring Agent*                      *Date*

**NO**  
 **YES**      Explanation \_\_\_\_\_

Attorney for Archdiocese of Cincinnati \_\_\_\_\_

Date \_\_\_\_\_

**Please review the following before sending this to the Office of the Chancery, Archdiocese of Cincinnati, 100 East Eighth Street – 8<sup>th</sup> Floor, Cincinnati, Ohio 45202-2129:**

Hiring Agent will:

- Type or print requested information at top of form. Then sign and date as indicated.
- Include signed, dated and witnessed APPLICANT'S CERTIFICATION (**page 2 of 2**).

The Chancery will:

- Send B.4 Form to the attorney for the Archdiocese who will complete the middle section of the form.
- Return a copy of this form, with the attorney's signature and/or comments, to the hiring agent. **The "YES" BOX CHECKED means approval for hiring.**

**APPENDIX B**  
**Archdiocese of Cincinnati**  
**B.4 FORM (page 2 of 2)**

**APPLICANT'S CERTIFICATION**

*This Certification must be signed by every applicant for employment with the Archdiocese of Cincinnati eighteen years of age or older in a position which involves contact with children.*

I hereby attest and certify that I have never been convicted of nor pled guilty to: endangering children, including child abuse, in violation of Ohio Revised Code Section 2919.22; contributing to the unruliness or delinquency of a child, in violation of Ohio Revised Code Section 2919.24; rape, in violation of Ohio Revised Code Section 2907.02; sexual battery, in violation of Ohio Revised Code Section 2907.03; unlawful sexual conduct with a minor, in violation of Ohio Revised Code Section 2907.04; gross sexual imposition, in violation of Ohio Revised Code Section 2907.05; sexual imposition, in violation of section Ohio Revised Code Section 2907.06; importuning, in violation of Ohio Revised Code Section 2907.07; voyeurism, in violation of Ohio Revised Code Section 2907.08; public indecency, in violation of Ohio Revised Code Section 2907.09; any offense of violence; or any existing or former offense of any municipal corporation, of this state, any other state, or the United States, that is substantially equivalent to any of the above offenses. (If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances thereof, please do so on a separate sheet.) I further certify that I have never been discharged from employment or a volunteer position because of any activity covered by the foregoing statutes.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within his/her knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records. I further authorize the Archdiocese of Cincinnati to conduct a check of my police criminal records and agree that I will fully cooperate in providing all information and signing all documents necessary to conduct such a check.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application and/or result in my immediate dismissal if I am already employed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Institution Name

\_\_\_\_\_  
Witness

This Applicant's Certification is only one part of the B.4 Form and of the application process. Applicants must also supply other personal information and references, as required in Section B.1 (See, Decree p. 9) of the *Decree on Child Protection* and as required on the B.4 Form.