



'Engaging individuals of all abilities through music, movement and drama;
Empowering all individuals to reach their full potential'

FEDERAL AND STATE BACKGROUND CHECK INSTRUCTIONS

All class instructors and assistants are required to have state (Ohio) and federal background checks prior to their involvement with the students. In addition, a background verification form must be filled out.

A federal background check (including fingerprinting) and the Ohio background check will cost \$66 total (as of 10/31/09). The Hamilton County Sheriff's office will only take cash for these fees. They will issue you a receipt for the fees. Please send this to us or bring it to a class where you will be an instructor or assistant if you would like to be reimbursed for the fee. You will receive the reimbursement after you have worked or volunteered for 5 classes (5 hours).

You must also take a photo I.D. (driver's license, etc.).

Go to the Hamilton County Sheriff's Department downtown at 1000 Sycamore Street, Room 100 and let them know you need a federal background check, including fingerprinting. The phone number there is 946-6230. They are open 24 hours a day, 7 days a week.

The address to send the background verification form to and to have the background check information sent to is:

DramakinetiCS of Cincinnati
1612 Otte Ave
Cincinnati, Ohio 45223

We will receive the information in 7 to 10 business days and we will contact you to schedule you for volunteering for a class at that time.

If you have any questions, please call Pam Shooner at (513) 328-2371 or send her an email at dramakinetiCS@yahoo.com.



'Engaging individuals of all abilities through music, movement and drama;
Empowering all individuals to reach their full potential'

BACKGROUND VERIFICATION

Name: _____ (Maiden) _____

Address: _____ City: _____ State: _____ ZIP: _____

Previous: _____ City: _____ State: _____ ZIP: _____

SS# _____ - _____ - _____ Place of Birth: _____ State: _____

Date of Birth*: _____ Driver's License #: _____

* Used for identification purposes only

Position applying for: Class Instructor Paid Assistant Volunteer Assistant Other

EMPLOYMENT BACKGROUND

Current or Last Employer: _____ Phone: _____

City & State: _____ Supervisor: _____

From: _____ to _____ Reason Left: _____

Current or Last Employer: _____ Phone: _____

City & State: _____ Supervisor: _____

From: _____ to _____ Reason Left: _____



'Engaging individuals of all abilities through music, movement and drama;
Empowering all individuals to reach their full potential'

EDUCATIONAL BACKGROUND

High School Attended: _____ City & State: _____

From: ____ to ____ Are you a high school graduate? Yes No

College Attended: _____ City & State: _____

From: ____ to ____

EDUCATIONAL BACKGROUND, CONTINUED

Other School Attended: _____ City & State: _____

From: _____ to _____

Degree(s) Earned: _____

VOLUNTEER BACKGROUND (if applicable)

Organization: _____ Phone: _____

City & State: _____ Contact Name: _____

From: ____ to ____ Reason Left (if applicable): _____

Organization: _____ Phone: _____

City & State: _____ Contact Name: _____

From: ____ to ____ Reason Left (if applicable): _____



'Engaging individuals of all abilities through music, movement and drama;
Empowering all individuals to reach their full potential'

List all convictions for felonies, sexual misconduct and corruption of a minor. Also, list all convictions for traffic offenses and misdemeanors for the past five years.

Year	Offense

I hereby authorize the release of information regarding my record of convictions for violations of any Federal, State, or Local statutes or ordinances and my driving record by any government authority (including but not limited to the Hamilton County Sheriff's Department) to Dramakinetics of Cincinnati. I further understand that public record information will be reviewed initially and may be reviewed periodically by Dramakinetics of Cincinnati in connection with my continued employment/volunteering.

I understand that Dramakinetics of Cincinnati intends to utilize the investigation into my background for employment and volunteer purposes only, and shall not disclose such information to any other party.

I hereby certify that the above information is true to the best of my knowledge and belief and I understand that should any information provided by me prove to be false, it may result in my non-employment or in the termination of my employment or volunteer status by Dramakinetics of Cincinnati.

Signature: _____ Date: _____

Office Use Only – Comments: _____
