



a seriousfun camp

NEW AND RETURNING STAFF/VOLUNTEERS

SCHEDULING

Each employee & volunteer is responsible for scheduling his/her own background screening in a timely manner. Please follow the chart on the next page to determine your background check process.

NOTE: It can take up to 45 days for Flying Horse Farms to receive results of your WebCheck background screening and up to 8 weeks for out-of-state screenings. Please plan accordingly.

NOTE: Use Ohio BCI code 2151.33 (Temporary Care of a Juvenile) and FBI code NCPA/VCA on your background check paperwork.

SCREENING

When scheduling, please confirm the location you have selected has the ability to complete both an Ohio Bureau of Criminal Investigation (BCI) and National Federal Bureau of Investigation (FBI) check, if required. When requesting the background check, identify that you will be working with children to ensure the correct screening is ordered. The National Sex Offender Public Registry search will be conducted by Flying Horse Farms.

NOTE: Screenings or reports obtained through other sources not listed in the below chart (e.g. background check websites) will not be accepted.

RESULTS

Confirm processing time for obtaining results when scheduling your appointment. It will be the responsibility of each employee/volunteer to ensure receipts of these results.

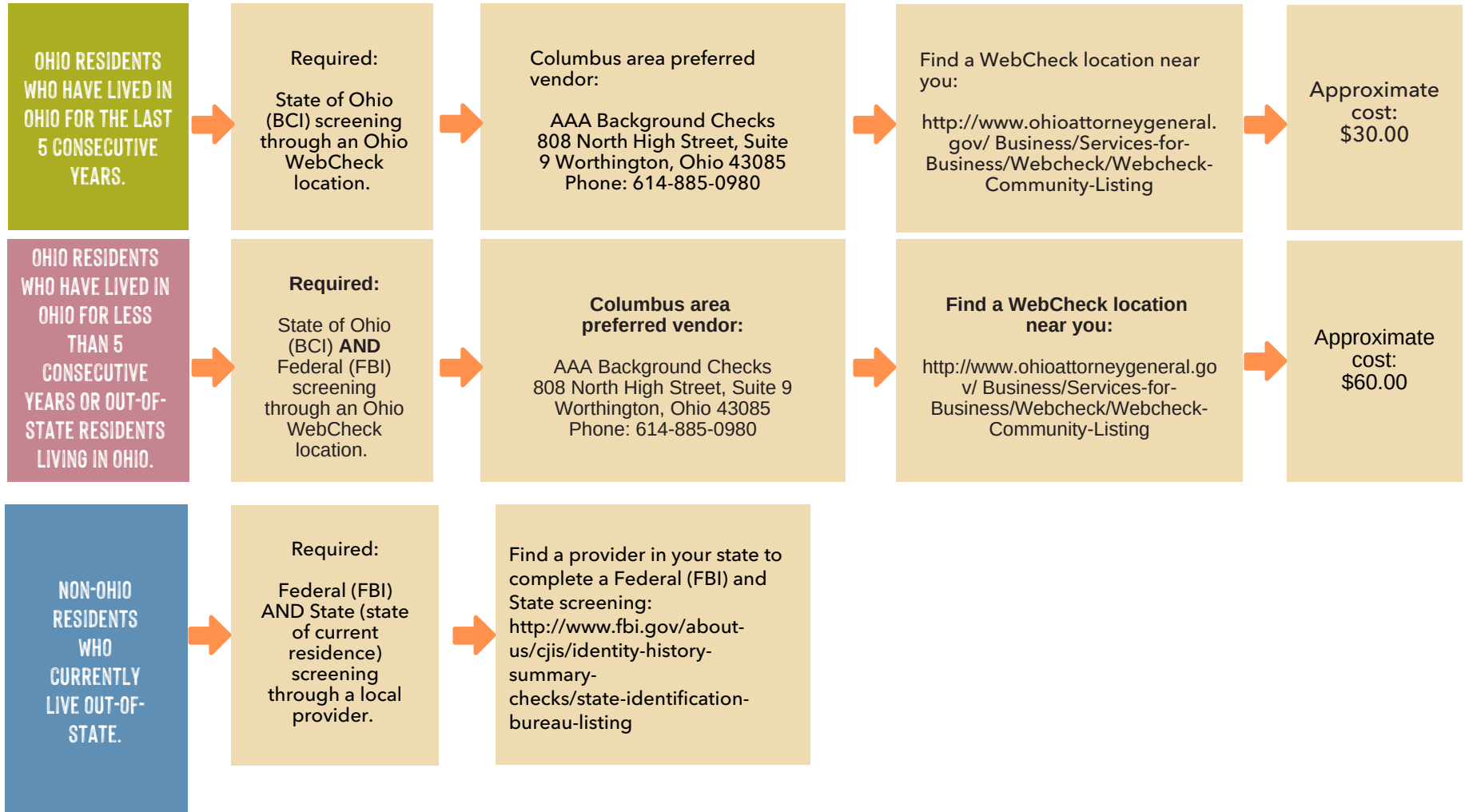
NOTE: Employees and volunteers without a background check on file will not be eligible for employment or volunteer service at Flying Horse Farms.

NOTE: A NEW BACKGROUND CHECK MUST BE SUBMITTED EVERY 5 YEARS.



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SUBMIT ALL BACKGROUND SCREENING RESULTS TO:



Flying Horse Farms
5260 State Route 95, Mt. Gilead, Ohio 43338
PHONE: 419-751-7077 FAX: 419-751-7010