



BUSINESS SERVICES

THE JOB CENTER
1111 S. Edwin C. Moses Blvd.
Dayton, Ohio 45422
www.mcoho.org

COUNTY COMMISSIONERS
Judy Dodge
Deborah A. Lieberman
Carolyn Rice

COUNTY ADMINISTRATOR
Michael B. Colbert

Subject: Request for Workforce Services and Invoicing

This form, with your signature, will serve as a request for services (see page 2 for descriptions of services). Your company will be invoiced for services rendered. We will accept checks or money orders via mail. Please check the box next to all services requested. A separate form is required for each individual requiring a service. The services and rates are:

Background Checks:

- WEBCHECK (Fingerprint – State & County Courts of Ohio): \$25 (results in 14 days)
- WEBCHECK (Fingerprint – Federal Districts Courts): \$28 (results in 14 days)

BCI/FBI Authorization Code (Required): _ _ _ _ • _ _ _ _

Drug Screen:

- Oral Swab: \$30 (results in 2 days)

Marketing:

- OMJ | MC Website: \$100

Services Ordered For: _____

Employer: _____

Employer Contact Name (print): _____ Phone: _____

Employer Contact (signature): _____ Date: _____

Contact Email: _____

Billing Address:

For Montgomery County Business Services' use:

OMJ | MC Validator: _____ Date: _____

E-mail completed form to: thejobbank@mcoho.org

All services listed requires customer's state issued picture ID (i.e. Driver License, State ID, School ID)

Description of Services

BACKGROUND CHECKS

Electronic Fingerprinting

WebCheck® is an Internet-based program for civilian background checks utilized by the Bureau of Criminal Investigation (BCI) for the state of residence & the Federal Bureau of Investigation (FBI) for employment or to satisfy certification requirements per establish state or federal laws. WebCheck® uses the Internet to electronically transfer fingerprints and other data from inquiring agencies. Results may be received within 14 to 30 days.

DRUG SCREENING

Oral Swab

The collection is performed on site, alleviating the need to send the donor to a third-party collector or occupational medical clinic. Oral fluid drug testing offers an easily observed collection that is virtually impossible to cheat. The sample is tested to identify 10 possible drugs and level of alcohol results. Oral fluid testing is quick to provide results. Results are returned within 2 days.

MARKETING

OMJ | Montgomery County Website: Creating a banner ad with your company information and job postings on OMJ | MC can be an effective recruiting tool. Simply provide us with information from your recruiting flier and we'll add it to our rotation of Employment announcements.