



WORKFORCE DEVELOPMENT

MONTGOMERY COUNTY
WORKFORCE DEVELOPMENT
1435 Cincinnati Street, Suite 300
Dayton, Ohio 45417
937-813-1200
www.mcoho.org

MEDIA CONTACT
Antonio Mobley, Public Information Officer
mobleya@mcoho.org
Cell: 937-224-3581

COUNTY COMMISSIONERS
Judy Dodge
Carolyn Rice
Mary A. McDonald

COUNTY ADMINISTRATOR
Michael B. Colbert

DIRECTOR
Marvene Mitchell Cook

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 service. Your company will be invoiced for services rendered. We will accept checks or money orders via mail. Please check the box next to all the 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 (If Applicable): _ _ _ _ • _ _ _

☐ Online Service: Nationwide (County Courts): \$30 (results in 24 hours)

☐ Online Service: Federal (Federal District & County Courts): \$40 (results in 24 hours)

Marketing:

☐ OMJ | MC Website: \$100

☐ E-Mail Blasts: \$50

Services Ordered For: _____

Employer: _____

Employer Contact Name (print): _____ Phone: _____

Employer Contact (signature): _____ Date: _____

Contact Email: _____

Billing Address: _____

OMJ | MC Validator: _____ Date: _____

E-mail the completed form to: THEJOBANK@jfs.ohio.gov

All services listed require a 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.

Online Background Service

The online background service uses a software platform for conducting applicant background screenings. The standard package includes unlimited County Criminal Court Search, Social Security verification, and the National Criminal database search which includes social security validation & issue date, address history and national sex offender registry. Results received between 24 to 48 hours.

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 recruitment flier and we'll add it to our rotation of Employment announcements.

E-Mail Blasts: We can use our master list of over 10,000 job seekers to send out your flier targeting new applicants. Tap into our database and get your message out to a well-targeted audience.