



HUMAN RESOURCES

Talent Acquisition

270 East State Street

Columbus, Ohio 43215

Phone 614-365-8159

Fax 614-365-8332

Mission: Each student is highly educated, prepared for leadership and service, and empowered for success as a citizen in a global community.

Background Check/Fingerprinting or Badge Appointment Request

Thank you for requesting a Background Check/Fingerprinting or Badge Appointment with the Human Resources Department. Below are instructions on how to sign-up for an appointment as well as instructions for the day of your appointment.

Sign-Up:

The HR department is currently using Sign-Up Genius to track all of our appointments. It is free and you do not have to have an account to sign up in a time slot. Simply click the link below, scroll down to select your desired time and answer a few simple questions about your appointment.

<https://www.signupgenius.com/go/904054aacaf29aafb6-fingerprint>

Prior to Appointment:

Prior to your appointment please make sure that you have completed the Background Check form. Make sure you have a printed copy to bring with you.

<https://www.ccssoh.us/cms/lib/OH01913306/Centricity/Domain/223/Fingerprint%20Form%2011-2020.pdf>

Day of Appointment:

Please make sure that you arrive on time. If you are early, please wait in your car until your exact appointment time. At your appointment time, proceed to the Executive Suite door with your facemask on. Ring the doorbell to the left of the door to be let inside.

Please let us know if you have any questions.

Thank you,
Human Resources