

**TO MAINTAIN A SAFE ENVIRONMENT****SCREENING PROCESS****I. ALL Applicants for Employment (full and part-time)**

--Complete the revised "Application for Employment" form (on diocesan website under "Careers")

--For *Viable Applicants*: Once the pastor or principal determine that one or two applicants are viable candidates for the position, the candidates are interviewed. At the time of the interview, the viable candidates fill out the revised "Background Screening Questionnaire." The background checks are then completed only on these viable candidates. The pastor or principal also checks with previous employers and personal references (DOCUMENT the responses on the attached forms).

*The Diocesan Human Resources Dept. performs the background checks for all locations:*

\* Locations participating in the Multi-Parish Accounting Program submit requests (i.e. the revised "Background Screening Questionnaire") by mail, e-mail, or fax to the Multi-Parish Accountant assigned to your location who will transmit the request to A. Navarre for processing.

[anavarre@dioceseofbmt.org](mailto:anavarre@dioceseofbmt.org) or Fax: 409/924-4396

\* All other locations submit requests (the revised "Background Screening Questionnaire") by mail, e-mail, or fax to A. Navarre for processing. [anavarre@dioceseofbmt.org](mailto:anavarre@dioceseofbmt.org) or Fax: 409/924-4396

Results of the background checks are sent to the Pastor / Principal via e-mail by A. Navarre. These results are securely maintained with the documentation for each applicant. A notification e-mail from A. Navarre will also be sent to the bookkeeper / secretary / Multi-Parish Accountant informing them that results have been sent to the Pastor / Principal.

--Background checks and previous employers & personal references must be completed before an offer of employment is made to an applicant.

[When do background checks expire and have to be re-done? See page 5.]

**After hiring:**

- Give employee a copy of the revised *Ethical & Responsible Conduct Policies* (on [www.dioceseofbmt.org](http://www.dioceseofbmt.org) - Safe Environment) and have employee sign the “Acknowledgment of Receipt” form for lay employees (also on website)
- Give employee a copy of the *Social Media Policy* (on diocesan website - Safe Environment) and have him/her sign the employee “Verification Statement” at the end of the document
- Require the employee to attend a *VIRTUS* “Protecting God’s Children” awareness session within 60 days OR provide you with a copy of the “Certificate of Participation” in a PGC session or a “Certificate of Completion” of the on-line recertification (unless hired for under 10 hrs. per week AND has no access to children)
- Open an individual personnel file with all the above employment documentation and maintain in a secured file cabinet in the office

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## TO MAINTAIN A SAFE ENVIRONMENT

### SCREENING PROCESS

II. All **VOLUNTEERS** *who will have regular access to children & youth (at least 10 times a year OR concentrated access e.g. an overnight retreat)*

--Complete the revised "Background Screening Questionnaire" (Attached)

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[anavarre@dioceseofbmt.org](mailto:anavarre@dioceseofbmt.org) or Fax: 409/924-4396

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Results of the background checks are sent to the Pastor / Principal via e-mail by A. Navarre. These results are securely maintained with the documentation for each volunteer. A notification e-mail from A. Navarre will also be sent to the bookkeeper / secretary / Multi-Parish Accountant informing them that results have been sent to the Pastor / Principal.

--Background checks must be completed before the person is allowed to volunteer with children & youth.

### After Accepting the Volunteer:

--give volunteer a copy of the revised *Ethical & Responsible Conduct Policies* (on [www.dioceseofbmt.org](http://www.dioceseofbmt.org) - Safe Environment) and have volunteer sign the "Acknowledgment of Receipt" form for Volunteers (also on website)

- give volunteer a copy of the *Social Media Policy* (on diocesan website - Safe Environment) and have him/her sign the volunteer “Verification Statement” at the end of the document**
- require volunteer to attend a “Protecting God’s Children” awareness session within 60 days OR provide you with a copy of the “Certificate of Participation” in a PGC session or a “Certificate of Completion” of the on-line recertification.**
- maintain all above documentation together for each volunteer in a secured file cabinet in the office - alphabetized for easy access**

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## **EXPIRATION:**

(4-20-2016)

## **BACKGROUND CHECKS:**

### **1. CREDIT CHECK - repeated every 7 years**

[e.g. Clergy, Dept. Heads, Office Directors, Bookkeepers, Volunteer Money Counters]

### **2. DMV CHECK - repeated every 3 years**

[e.g. Clergy, Diocesan staff, Parish/School Employees, Volunteers who drive for the church entity]

### **3. NATIONAL SEX OFFENDER CHECK - repeated every 7 years**

[All Clergy & diocesan-parish-school employees, all volunteers who work with children & youth at least 10x a year or even one concentrated overnight event]

### **4. STATE CRIMINAL CHECK - repeated every 7 yrs.**

[All Clergy & diocesan-parish-school employees, all volunteers who work with children & youth at least 10x a year or even one concentrated overnight event]

## **SAFE ENVIRONMENT TRAINING (PGC):**

Repeated every 5 years – either by attending another PGC session OR completing the on-line recertification



**CUESTIONARIO DE ANTECEDENTES PENALES***Por favor, letra de imprenta***CONFIDENCIAL**Nombre: \_\_\_\_\_  
Apellido                      Primer nombre                      Medio                      Otros nombres/apodos/soltero/aDirección \_\_\_\_\_  
Ciudad                      Estado                      Código postal

Teléfono del hogar \_\_\_\_\_ # celular \_\_\_\_\_

Fecha del nacimiento (mes/día/año) \_\_\_\_\_ Sexo F M Raza: \_\_\_\_\_

# Seguro social \_\_\_\_\_ # Licencia para conducir \_\_\_\_\_  
#                      Estado                      VencidaSu nombre, exactamente, como apesé en su permiso de conducir: \_\_\_\_\_  
**(Provea copia de su permiso de conducir.)**

Otros estados/paises donde ha residido en los 10 años pasados \_\_\_\_\_

1. ¿Ha sido usted el alegato de algun tipo de abuso sexual que fue determinado creíble? (Usted debe contestar a esta pregunta si hubo o no declaración criminal de culpabilidad por esta acusación.)    \_\_\_ Sí    \_\_\_ No  
Si contesta sí, por favor, dé en detalle la fecha, el lugar y las circunstancias de cada acusación.
2. ¿Hubo algún procedimiento judicial debido a acusaciones?    \_\_\_ Sí    \_\_\_ No    Si contesta sí, por favor, identifique la corte en la cual se presentó y su lugar, las personas del litigio, el número de registro del trámite, y cualquier juicio o resolución a que se llegó.
3. ¿Está usted bajo supervisión de alguna agencia de corrección federal, estatal o local como resultado de alguna acusación de abuso sexual?    \_\_\_ Sí    \_\_\_ No
4. ¿Ha sido usted alguna vez condenado o declarado culpable o allanado de los cargos, puesto en libertad provisional, ordenado a servicio supervisada a la comunidad, o puesto en suspensión condicional de la persecución penal por alguna mala conducta o delito (otro de violación de estacionamiento)?    \_\_\_ Sí    \_\_\_ No  
Si contesta sí, por favor, afirme la naturaleza de la ofensa, la fecha de la condena o inicio del del juicio, la sentencia impuesta, la corte que impuso la sentencia y su lugar, y el número de registro del juicio.

**“Certifico que las respuestas contenidas en este documento son verdaderas y completas a mi mejor juicio, y entiendo que afirmaciones falsas en este documento serán motivo para negar esta solicitud, terminar el empleo, o separar de la participación en todos los programas voluntarios.”**

**“Yo autorizo la investigación de las afirmaciones contenidas en este documento, incluyendo comprobar antecedentes de ofensa civil, criminal y sexual, y, si parece necesario, comprobar registros de crédito y de conducción de autos. Al mismo tiempo doy mi autorización para que se hagan investigaciones futuras como en el caso de ser promovido, o cuando cambio de oficina, esto se hará siempre al menos que se exprese lo contra por escrito.”**

\_\_\_\_\_  
Firma\_\_\_\_\_  
Fecha

Parroquia/Escuela/Oficina en donde está aplicando: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Puesto: \_\_\_\_\_

¿Como Empleado(a)? \_\_\_\_\_ ¿Voluntario? \_\_\_\_\_ ¿Interacción con niños(as)/jóvenes? \_\_\_\_\_

¿Conducir? \_\_\_\_\_

# **PREVIOUS EMPLOYER REFERENCE CHECK (Telephone)**

(Rev. 10/03)

APPLICANT \_\_\_\_\_ POSITION: \_\_\_\_\_

ENTITY CONTACTED \_\_\_\_\_ PHONE# \_\_\_\_\_

PERSON CONTACTED \_\_\_\_\_ TITLE \_\_\_\_\_

"My name is \_\_\_\_\_ from \_\_\_\_\_ Parish. I am making this inquiry regarding \_\_\_\_\_, who has applied for the position of \_\_\_\_\_, and has given us your name as a reference. I am inquiring about her/his employment background and job performance with you". *Assure confidentiality.*

What were the dates of employment at your company? From \_\_\_\_\_ to \_\_\_\_\_

What position did this person hold? \_\_\_\_\_

What were her/his main job duties and accomplishments? \_\_\_\_\_

Applicant's strengths? \_\_\_\_\_

Weaknesses/negative work habits? \_\_\_\_\_

Attendance record/punctuality? \_\_\_\_\_

Reliability/honesty? \_\_\_\_\_

Did personal problems interfere with work performance? \_\_\_\_\_

Maintain confidentiality? \_\_\_\_\_

Communication Skills: written, verbal \_\_\_\_\_

Work under pressure & meet deadlines? \_\_\_\_\_

Initiative, planning & organizational ability? \_\_\_\_\_

Interaction with co-workers, supervisors, others? \_\_\_\_\_

*Any concerns about inappropriate behavior with children or adults?* \_\_\_\_\_

Ability to supervise other employees (if applicable)? \_\_\_\_\_

Ability to prepare/maintain an annual budget (if applicable)? \_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

WOULD YOU RE-HIRE THIS PERSON FOR THE SAME POSITION IF SHE/HE RE-APPLIED? \_\_\_\_\_

Any other comments about this person's employment with you? \_\_\_\_\_

REFERENCE CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**(Retain this completed form with the application in the personnel file of the employee.)**



## PERSONAL REFERENCE CHECK (TELEPHONE)

(Rev. 10/03)

APPLICANT \_\_\_\_\_ POSITION: \_\_\_\_\_

PERSON CONTACTED \_\_\_\_\_ PHONE# \_\_\_\_\_

"My name is \_\_\_\_\_ from \_\_\_\_\_ Parish. I am making this inquiry regarding \_\_\_\_\_, who has applied/ volunteered for the position of \_\_\_\_\_, and has given us your name as a personal reference." *Assure confidentiality.*

How do you know this person? \_\_\_\_\_

How long have you known her/him? \_\_\_\_\_

Describe some of her/his strengths: \_\_\_\_\_

\_\_\_\_\_

Weaknesses: \_\_\_\_\_

\_\_\_\_\_

Has she/he maintained a stable job or changed jobs frequently in the past? \_\_\_\_\_

Is she/he dependable/honest? \_\_\_\_\_

Can she/he maintain confidentiality? \_\_\_\_\_

Can you say anything about her/his work ethic? \_\_\_\_\_

Do personal/family problems interfere with employment? \_\_\_\_\_

What are some of her/his interests? \_\_\_\_\_

Does she/he get along well with people? \_\_\_\_\_

*Any concerns about inappropriate behavior with children or adults?* \_\_\_\_\_

If you were hiring someone for this position, would you consider her/him as a good candidate? \_\_\_\_\_

Why or why not? \_\_\_\_\_

Other specific questions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information that might assist us in making our decision? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

REFERENCE CHECKED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**(Retain this completed form with the application in the personnel file of the employee.)**