

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/School Accounting Program submit requests (i.e. the revised "Background Screening Questionnaire") by mail, e-mail, or fax to the Multi-Parish/School Accountant assigned to your location who will transmit the request to Maria Torres for processing. mtorres@dioceseofbmt.org or Fax: 409/924-4396

* All other locations submit requests (e.g. the revised "Background Screening Questionnaire") by mail, e-mail, or fax to Maria Torres for processing. mtorres@dioceseofbmt.org or Fax: 409/924-4396

Results of the background checks are sent to the Pastor / Principal via e-mail by M. Torres. These results are securely maintained with the documentation for each applicant. A notification e-mail from M. Torres will also be sent to the bookkeeper/secretary/Multi-Parish/School 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 - 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.

[Scroll down]

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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* All other locations submit requests (e.g. the revised "Background Screening Questionnaire") by mail, e-mail, or fax to Maria Torres for processing. mtorres@dioceseofbmt.org or Fax: 409/924-4396

Results of the background checks are sent to the Pastor / Principal via e-mail by M. Torres. These results are securely maintained with the documentation for each volunteer. A notification e-mail from M. Torres will also be sent to the bookkeeper / secretary / Multi-Parish/School 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 - 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.

[Scroll down]

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 PENALESPor 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.)