

TO MAINTAIN A SAFE ENVIRONMENT

BACKGROUND CHECKS**I. ALL Applicants for Employment (full or part-time)**

- Complete the “Application for Employment” form** (on diocesan website under "Careers) [P. 4 includes the "Applicant/Volunteer Background Questionnaire, which is attached.]
- For *Viable* Applicants: Check with previous employers and check personal references** (DOCUMENT the responses on the attached forms)
- For *Final* Applicant(s):**
 - *Do a criminal conviction records check** (\$3.00 approx. on DPS) (DPS website: www.txdps.state.tx.us) click on: Online Services)
 - *Do a sex offender records check (of all States)** (NATIONAL Sex Offender Registry - www.nsopr.gov - Free) [Enter last & first name only, (no "county/city/zip"); then click "National Search."]
- Print out record of both background checks, showing name, date completed, & results.**

AFTER HIRING THE APPLICANT,

- give him/her a copy of the *Ethical & Responsible Conduct Policies*** (on www.dioceseofbmt.org - Safe Environment)
- have him/her sign the “Acknowledgment of Receipt” form for lay employees,** (on diocesan website)
- require that he/she 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** (unless hired for under 10 hrs. per week AND has no access to children)
- open an individual personnel file and keep all above employment documentation in a secure place in the office**

[When do background checks expire and have to be re-done? See page 3.]

TO MAINTAIN A SAFE ENVIRONMENT

BACKGROUND CHECKS

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 “Applicant/Volunteer Background Questionnaire” (Attached)
- Do a criminal conviction records check (\$3.00 approx. on DPS)
(DPS website: www.txdps.state.tx.us) click on: Online Services)
- Do a sex offender records check (of all States)
(NATIONAL Sex Offender Registry - www.nsopr.gov - Free)
[Enter last & first name only, (no "county/city/zip"); then click "National Search."]
- Print out record of both background checks, showing name, date completed, & results.

AFTER ACCEPTING THE VOLUNTEER:

- give him/her a copy of the *Ethical & Responsible Conduct Policies* (on www.dioceseofbmt.org - Safe Environment)
- have him/her sign the “Acknowledgment of Receipt” form for Volunteers (on diocesan website)
- require that he/she 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
- maintain all above documentation together for each volunteer in a secure place in the office - alphabetize for easy access

WHEN DO BACKGROUND CHECKS EXPIRE?

(5-18-2009)

1. **CREDIT CHECK** - repeated every **7** years
[e.g. Clergy, Dept. Heads, Office Directors, Secretaries & Bookkeepers, Volunteer Money Counters - after Logos Dashboard is implemented.]
2. **DMV CHECK** - repeated every **3** years
[e.g. Clergy, Dept. Heads, Office Directors, Secretaries & Bookkeepers, Volunteers who drive for the church entity]
3. **NATIONAL CRIM/SEX OFFENDER CHECK** - repeated every **7** years
[All Clergy & employees, all volunteers who work with children & youth at least 10x a year or even one concentrated overnight event]
4. **STATE CRIMINAL CONVICTIONS CHECK** - repeated every **7** years
[All Clergy & employees, all volunteers who work with children & youth at least 10x a year or even one concentrated overnight event]

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.)