

MAINTAINING A SAFE ENVIRONMENT

SCREENING PROCESS

I. ALL Applicants for Employment (full and part-time)

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

--For *Viable* Applicants: Once the pastor or principal determine that one or two applicants are viable candidates for a position, the candidates are interviewed. At the time of the interview, viable candidates are directed to <http://VIRTUS.org> to complete our online background check 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. is responsible for all background checks at all locations:

* Applicants go to VIRTUS.org, choose first-time registrant, click "Begin the registration process," select "Beaumont" from the list of organizations, and follow the remaining prompts on-screen to create an account and complete the background screening questionnaire. Applicants seeking roles w/access to money must submit the paper questionnaire to their parish/location, who will transmit it to jblakeley@dioceseofbmt.org (pg. 6 or 7)

Results of the background checks are uploaded directly into VIRTUS by the Diocesan background screening company. Any restrictions on an applicant's service are sent to the Pastor / Principal via email by Joseph Blakeley.

The results are securely maintained with the documentation for each applicant within the VIRTUS system. Local administrators at each location are responsible for maintenance and upkeep of that location's data.

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

[Expiration dates and re-screening schedule for background checks located on page 5.]

After hiring:

--During payroll onboarding, employee reviews a copy of the revised *Ethical & Responsible Conduct Policies* and signs the “Acknowledgment of Receipt and Understanding.”

- (also available on www.dioceseofbmt.org > Safe Environment Tab)

-- During payroll onboarding, employee reviews a copy of the *Social Media Policy* and signs the “Verification Statement.”

- (also available on www.dioceseofbmt.org > Safe Environment Tab)

--Require the employee to complete the *VIRTUS* “Protecting God’s Children” initial training within 60 days of their start date, **OR** the location’s local administrator may verify in *VIRTUS* that the applicant has already completed the training.

-- Both the *Ethical & Responsible Conduct Policies* and *Social Media Policy* are also reviewed, acknowledged, and signed during *VIRTUS* registration and securely stored there for reference and reporting purposes as necessary.

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SCREENING PROCESS

II. ALL VOLUNTEERS

--Local administrators must direct them to complete the background check process through <https://VIRTUS.org>

The Diocesan Human Resources Dept. is responsible for all background checks at all locations:

* Applicants go to VIRTUS.org, choose first-time registrant, click “Begin the registration process,” select “Beaumont” from the list of organizations, and follow the remaining prompts on-screen to create an account and complete the background screening questionnaire. Applicants seeking roles w/access to money must submit the paper questionnaire to their parish/location, who will transmit it to jblakeley@dioceseofbmt.org (pg. 6 or 7)

Results of the background checks are uploaded directly into VIRTUS by the Diocesan background screening company. Any restrictions on service are sent to the Pastor / Principal via email by Joseph Blakeley.

The results are securely maintained with the documentation for each applicant within the VIRTUS system. Local administrators at each location are responsible for maintenance and upkeep of their data.

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

After Accepting the Volunteer:

--Ensure that their background checks and PGC status in VIRTUS are completed and clear. At this point, volunteers will also have reviewed, acknowledged, and signed during VIRTUS registration both the *Ethical & Responsible Conduct Policies* and *Social Media Policy*.

--Require the volunteer to complete the *VIRTUS* “Protecting God’s Children” initial training within 60 days of their start date, OR the location’s local administrator may verify in *VIRTUS* that the applicant has already completed the training.

--All required trainings, required documents, and background screenings can be prompted by the local administrator at any location, with the lone exception of credit screenings.

--All information is stored securely in *VIRTUS* for reference and reporting purposes as necessary.

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EXPIRATION:

BACKGROUND CHECKS:

1. CREDIT CHECK - repeated every 7 years

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

2. DMV CHECK - repeated every 3 years

[e.g. Clergy/Seminarians, Diocesan staff, all Parish/School Employees (except substitute teachers), volunteers who drive for their entity.]

3. NATIONAL SEX OFFENDER CHECK - repeated every 7 years

[All Clergy/Seminarians & diocesan, parish, or school employees. All volunteers who work with children & youth.]

4. STATE CRIMINAL CHECK - repeated every 7 yrs.

[All Clergy/Seminarians & diocesan, parish, or school employees. All volunteers who work with children & youth.]

SAFE ENVIRONMENT TRAINING (PGC):

Repeated every 5 years –by completing the online recertification through VIRTUS.

BACKGROUND SCREENING QUESTIONNAIREPlease PrintNAME: _____
LAST First Middle Other Names Used/ Alias/ Maiden

ADDRESS: _____

EMAIL ADDRESS: _____

HOME PHONE: _____ CELL: _____ WORK #: _____
City State Zip

DATE OF BIRTH (MM/DD/YEAR): _____ Sex: F M Race: _____

SOCIAL SECURITY # _____ DRIVER'S LICENSE #: _____

Exact Name on Driver's License: _____ State Expires
(Provide copy of Dr.Lic.)

Other STATES/COUNTRIES where resided in the past 10 years: _____

1. Have you ever been the subject of an allegation of any type of sexual abuse that was determined to be credible after an investigation? (You are required to answer this inquiry whether or not a criminal conviction arose out of the allegation.) _____ Yes _____ No If yes, please provide in detail the date, the place, and an account of the circumstances of each allegation.
2. If yes, did any judicial proceeding arise out of the allegations? _____ Yes _____ No
If yes, please identify the court in which the proceeding was brought and its location, the parties to that proceeding, the docket number of the proceeding, and any judgment or resolution that was entered or reached.
3. Are you under the supervision of any federal, state, or local corrections agency as a result of any allegations of sexual abuse? _____ Yes _____ No
4. Have you ever been convicted of or pleaded guilty/no contest to, placed on probation, given community supervision, or given deferred adjudication for a misdemeanor or felony (other than a parking violation)? _____ Yes _____ No
If yes, please state the nature of the offense, the date of the conviction or the entering of the plea, the judgment imposed, the court imposing the judgment and its location, and the docket number of the proceeding.

"I certify that the responses contained in this document are true and complete to the best of my knowledge, and I understand that falsified statements on this document shall be grounds for denial of my application, termination of employment, or removal from participation in all volunteer programs."

"I authorize investigation of all statements in this document, including civil, criminal, and sex offender background checks, and, if deemed necessary, driving and credit checks. I also authorize future screenings for retention, reassignment, or promotion unless revoked in writing."

Signature_____
Date

Parish/School/Entity to which you are applying: _____

City: _____ Position: _____

Employee? _____ Volunteer? _____ With Children/Youth? _____ Drive? _____

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.)