

EMPLOYEE/VOLUNTEER APPLICANT CHECKLIST

Applicant name: _____

Date application completed, including photo ID verification: _____

Complete all parts of the form that apply to the applicant.

CRIMINAL BACKGROUND CHECK

Applicants 18 years and older:

Barada Associates, Inc. report

Date: _____

Result: _____

Applicants under 18 years:

Dru Sjodin National Sex Offender report

Date: _____

Result: _____

REQUIRED REFERENCES CHECKED (employees only):

_____ Date: _____ Result: _____

_____ Date: _____ Result: _____

_____ Date: _____ Result: _____

_____ Date: _____ Result: _____

PASTOR(S) CONTACTED (if applicable):

_____ Date: _____ Result: _____

_____ Date: _____ Result: _____

Applicant Background approved _____ Not approved _____

Please notify the Safe Environment Coordinator for the diocese if a candidate is not approved.

SAFE ENVIRONMENT TRAINING REQUIREMENTS

Policy manual signature page Date received: _____

Safe Environment Training video Date viewed: _____

After five years, rescreening of the employee or volunteer using the BASIC CRIMINAL PACKAGE with Barada Associates, Inc. Recheck an employee/volunteer at any time for cause and complete another checklist.

TRANSFER to another parish Name of parish: _____

Date of transfer: _____