



NEW EMPLOYEE VERIFICATION FORM

 NAME OF EMPLOYEE

 PLACE OF EMPLOYEMENT

Parish Employee School Employee Other: _____ (specify)

I verify that the above named new employee has completed the requirements of our diocesan Safe Environment Program, including the background check and training requirements listed below.

HIRING CHECKLIST (insert date of completion)

_____ Employee application

_____ Reference checks

BARADA ASSOCIATES BACKGROUND CHECK

Parish Employee:

_____ Basic Criminal background check (date of completion)

School Employee

_____ New School Employee Criminal background check (date of completion)

-Is DCS background check completed YES NO

-If yes, note date of completion _____

-If no, then note date of Superintendent's letter _____

SAFE ENVIRONMENT TRAINING (insert date of completion)

_____ Initial EMPLOYEE Safe Environment Training Curriculum at the Catholic Mutual Group Learning Platform

This form must be signed and submitted to the diocesan Business Office with the new hire packet. (For new teachers, submit a copy of this form to the Personnel Manager, CSO.) Keep all safe environment documents noted above on file in a secure location at the place of employment.

 AUTHORIZED SIGNATURE (PARISH/SCHOOL SAFE ENVIRONMENT BACKGROUND COORDINATOR)

 DATE

Diocesan SEC use only:

Reviewed by: _____ Date: _____

OK to pay: YES NO