

Diocese of Fort Wayne – South Bend

**NEW EMPLOYEE
SAFE ENVIRONMENT PROGRAM
VERIFICATION FORM**

New employee name: _____

Parish/School of employment: _____

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

BACKGROUND CHECK COMPONENT (insert date on each line)

_____ Employee application

_____ Reference checks

_____ Criminal background check using Barada Associates, Inc.

SAFE ENVIRONMENT TRAINING

_____ **Employee Personnel Policies and Benefits Manual** and signature on verification form

_____ **Safe Environment Training** video and signature on verification form

This form must be signed and submitted to the diocesan Business Office with new hire packet. (For new teachers, submit a copy of this form to Personnel Manager, CSO.)

Authorized Signature: _____
(Parish/school safe environment background screener)

Date: _____