EMPLOYEE/VOLUNTEER APPLICANT CHECKLIST

Applicant name: _____

Date *Authorization* form completed, including photo ID verification: _____

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

Limited Criminal History Search report	Date: _____	Result: _____
Dru Sjodin National Sex Offender report	Date: _____	Result: _____
Choicepoint report (if needed)	Date: _____	Result: _____
IN Dept of Education Convicted Educator Database (for school employees only)	Date:_____	Result:_____
L-1 live scan fingerprint report (school employees)	Date: _____	Result: _____

REQUIRED REFERENCES CHECKED:

_____	Date: _____	Result: _____
_____	Date: _____	Result: _____
_____	Date: _____	Result: _____
_____	Date: _____	Result: _____
_____	Date: _____	Result: _____

PASTOR(S) CONTACTED:

_____	Date: _____	Result: _____
_____	Date: _____	Result: _____

Applicant Background approved_____ Not approved _____

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

Policy manual signature page Date received: _____

Safe Environment Training video Date viewed: _____

Recheck an employee/volunteer at any time for cause and complete another checklist.

After five years, recheck the web search at www.in.gov and www.nsopw.gov and record the results on another checklist.

TRANSFER to another parish Name of parish: _____
Date of transfer: _____