

DIOCESE OF PUEBLO POLICY
BACKGROUND CHECKS ON EMPLOYEES AND VOLUNTEERS
PURPOSE

In an ongoing effort to protect the integrity of the Catholic Church in the Diocese of Pueblo, its employees, parishioners, students, volunteers, and communities, the diocese is implementing a pre-employment background-screening program. This would be effective immediately for all parishes, schools, departments, agencies and institutions of the diocese. It will be used for all existing employees, new hires, full-time and part-time as well as new volunteers who work with children, senior citizens or people with disabilities, and candidates for clergy (seminary and deacon). A list of positions that are covered by this policy is attached. This check needs to be completed on each new hire before a contract begins, and on each new volunteer, before their volunteer work begins. There will be no exceptions. The parish/school/agency should continue the regular recruiting process including requiring a completed application form, interviewing applicants, checking references, etc. and whatever process is used to select volunteers.

A background check refers to a review of police records to determine if there is a history of criminal activity. School employees will undergo a CBI or Colorado Bureau of Investigation check. Fingerprint cards and a signed consent form are required to obtain this check. Any individual who has lived in Colorado for 24 or fewer months must also request that the CBI obtain a criminal record check from the Federal Bureau of Investigation (FBI). The same fingerprint card is used for both CBI and FBI background checks.

The parish/school/agency may also request that any potential employees and volunteers that will be working with children/youth must also undergo a Central Registry check. This check will determine whether the person is the subject of a child abuse or neglect report. A Central Registry Inquiry form must be completed to obtain this check.

School employees or volunteers who have previously obtained a criminal records check and move from one facility to another do not need to repeat the criminal check if these procedures are followed: Obtain your CBI clearance letter from your former employer, and present it to the new employer. If you cannot obtain a CBI clearance letter from your former employer, you must have your fingerprints retaken.

Any information obtained about an applicant for employment, employee or volunteer must be kept confidential. The person hiring may inform the applicant, employee or volunteer that the decision regarding their employment/volunteer status was in whole or in part the result of the Central Registry or CBI report.

Payment of the fees for the CBI and Central Registry check are the responsibility of the diocesan parish, school, agency, department or institution. We have established an agreement with Avert, Inc. to provide the background screening services.

Avert offers other types of screenings, including credit reports, driving records, reference checks, social security number verifications, etc. The cost of any reports obtained from Avert is the responsibility of the parish/school/agency.

You may contact Avert:

Avert, Inc.
Attn: John Foster
301 Remington Street
Fort Collins, CO 80524
888-606-7869 FAX 800-237-4011

Volunteer Ministry Registration

Name of Parish/School/Agency: _____

Many people generously offer their time and talent to our parish/school/agency in a variety of ministries, which teach, serve and reach out to members of our community. We want to have a record of all those involved in ministries in our church community. Volunteers in specific ministries will be asked to provide additional information. Those working with children/youth must also complete a volunteer application. Please take a few moments to complete this form. Thank you.

Please print your name _____

Address: _____

Phone: day _____ evening _____

e-mail _____

What ministries are you either currently involved in or looking to be involved in at our parish/school/agency?

	Currently Involved	Interested In
--	-----------------------	------------------

_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>

Please tell us a little about yourself...

Are you retired? Yes No

What has been your most recent work experience?

Occupation: _____

Employer: _____

Employer Address: _____

PLEASE FILE THIS FORM IN "VOLUNTEER PERSONNEL FILE"

CONFIDENTIAL

**VOLUNTEER APPLICATION FOR CHILDREN/YOUTH WORK
DIOCESE OF PUEBLO**

This application will be completed by all applicants for any position involving the supervision or custody of minors. It is being used to help the diocese and its parishes provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

PERSONAL

Date _____

Name _____

 Last First Middle Maiden

Present Address _____

 Number Street City State Zip

Home Phone _____ Work Phone _____

Social Security Number _____ Date of Birth _____

On what date would you be available? _____

Minimum length of commitment _____

Marital Status Married Single Engaged Separated Divorced Remarried Widowed

Have you any conditions or circumstances to prevent you from performing certain types of activities relating to youth or children's work? Yes ___ (please explain) No ___

Have you ever been criminally charged or civilly sued concerning child abuse or neglect or the actual or attempted sexual molestation of a child? Yes ___ (please explain) No___

CHURCH ACTIVITY

Name of church of which you are a member _____

List of name and address of other churches you have attended regularly during the past five years.

List all previous church work involving youth (identify church and type of work).

List any gifts, callings, training, education or other factors that have prepared you for children/youth work.

CERTIFICATION

I certify to the best of my knowledge that the information presented in this application is true and complete. I authorize any references or churches listed in the application to give you any information they may have regarding my character and fitness for children/youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect references provided on my behalf. If my application is accepted, I agree to be bound by the policies of the Diocese of Pueblo and any churches or agencies of the Diocese with whom I work. I agree to undergo a CBI and Central Registry check as requested by the parish/diocesan agency.

Applicant's signature _____ Date _____

Witness _____ Date _____

Parent or Guardian (if under 18) _____ Date _____

Reference and Additional Information

Name of Parish/School/Agency _____

Throughout the country, volunteer organizations and churches are being asked to keep confidential information on file for volunteers who work in specific areas. This is done to ensure the safety of children, the elderly and the volunteers themselves. The information on this form stays in a confidential file in our parish/school/agency and is not shared with any organizations or institutions outside the Diocese of Pueblo.

Your name _____ Ministry (ies) _____

Please name two individuals who are familiar with you and your ability to work as a volunteer. Prior volunteer supervisors are preferred. No relatives.

1. Name: _____ Organization: _____

Address: _____

Home Phone: () _____ Business Phone: () _____

2. Name: _____ Organization: _____

Address: _____

Home Phone: () _____ Business Phone: () _____

Affirmations

Have you ever had your volunteer service terminated by any parish, agency or organization? Yes No *(if yes, please explain on reverse side)*

Have you ever been convicted of a criminal offense?

Yes No *(if yes, please explain on reverse side)*

Reference Letter

Name of Parish/School/Agency _____

Throughout the country, volunteer organizations and churches are asking their volunteers to provide references. This is done to assure the safety of children, the elderly and the volunteers themselves. The information on this form stays in a confidential file in our parish/school/agency and is not shared with any organizations or institutions outside of the Diocese of Pueblo.

Instructions to Volunteer Minister: Please fill in the top portion of this form, sign it and give to a person you ask to be your reference. Ask him/her to return it directly to the parish/school/agency.

Name of Volunteer Minister: _____

Address: _____

Dear _____:

_____ (parish/school/agency) has asked its volunteer ministers to provide references. I hereby release you to provide answers to the questions provided and to make comments concerning my abilities and general character.

Thank you.

Instructions to person giving this reference: Please fill in this portion of the form and return it to the organization listed at the top of this page.

Please PRINT your name: _____ Phone: _____

How long have you known the person indicated above? _____

In what capacity do you know this person? _____

Are you aware of any circumstances or situations where you would question this person's ability to be trusted with the care or supervision of others? _____ If yes, please explain.

_____ (over)

If your acquaintance with the individual was volunteer and/or work-related, please comment on the following:

a. How did he/she relate to others as a volunteer and/or employee?

b. How did he/she relate to youth/children as a volunteer and/or employee?

c. What were his/her strengths?

d. What were his/her weaknesses?

In general, please comment on his/her professional and/or volunteer abilities.

To your knowledge, has this individual ever been accused or convicted of the following?
(Please comment):

a. Criminal convictions:

b. Moral misconduct:

c. Sexual abuse or sexual harassment:

d. Child abuse or neglect or the actual or attempted sexual molestation of a youth/child:

Please comment on this individual's character and integrity, as you perceive them.

Would you have any reservations about recommending this individual to work with youth/children?

Signature

Date

This form is to be maintained in a confidential volunteer file at the parish/school/agency

Please forward copy to: Human Resources

Diocese of Pueblo
1001 N. Grand Avenue
Pueblo, CO 81003-2948

Driver Registration

Name of Parish/School/Agency _____

Complete only where applicable. The purpose of this form is to provide information concerning drivers, and vehicles used for ministry purposes.

Volunteer Minister

Name: _____

Address: _____
street, city, state, zip

Colorado State Driver's License #: _____

Home Phone: _____

Vehicle: Vehicle to be used by volunteer for ministry

Year: _____ Make: _____ Model: _____

Do you own the vehicle? Yes No

Insurer: _____

List and describe serious accidents or moving violations within the past 5 years.

I agree that I will not allow smoking when children are present in my vehicle.

Please attach a copy of your driver's license and insurance ID card to this form.

Volunteer Registration Process: Certification

Name of Parish/School/Agency _____

To the best of my intention and knowledge, all volunteers in the above-named parish/school/agency have completed the Volunteer Registration Process for the Diocese of Pueblo. Volunteers working with youth/children have received acceptable background checks.

Signature _____

Pastor

Date _____

Diocese of Pueblo

Positions that have contact with Children, Youth, and Young Adults
Require background screening

EMPLOYED PARISH POSITIONS

Director of Religious Education	Director of Youth Ministry
Assistant Director of Religious Education	Life Teen Coordinator
Coordinators for Religious Education	Assistant Youth Minister
Assistant Coordinators for Religious Education	Confirmation Coordinator
Director of Children's Ministry	Assistant Confirmation Coordinator
Coordinator for Children's Ministry	Pastoral Assistant
Family Ministers	Pastoral Associate
Coordinators for Family Ministry	Catechetical Ministers (paid)
Directors of Sacramental Preparation	Counselors
Coordinators of Sacramental Preparation	Nursery Coordinators (stipend)

VOLUNTEER PARISH POSITIONS

Religious Education Coordinator	Small Group Leaders
Religious Education Teacher	Retreat Leaders
Catechist for Children's Religious Education	Parish Committee (usually youth ministry)
Middle school Catechist	Confirmation Group Leaders
High school Catechist	Music team leaders (youth ministry)
Sacramental Preparation Catechist	Peer Ministry Coordinators
Social Coordinator (youth)	Core Team Leaders (youth ministry)
Drivers	Nursery Volunteers (during mass)
Chaperones	Vacation Bible School Volunteers
Coaches (school/parish teams for youth)	

SCHOOL POSITIONS

Principal	Coaches
Teacher	Secretary
Teacher's Aide	Office Staff
Librarian	Drivers
Library Workers	Extracurricular Activity Volunteers
Cafeteria/Lunchroom Workers	Chaperones (overnight trips)
Maintenance Workers	

MINISTRY FORMATION

Priests	Candidates for the Seminary
Deacons	Candidates for Diaconate
Seminarians	

Note:

This list is not all-inclusive. If your location has employees or volunteers who are not on this list and work with youth/children, the policy applies to those positions also.