

**CATHOLIC DIOCESE OF EVANSVILLE, INDIANA
POLICY ON BACKGROUND CHECKS
(EMPLOYEES AND VOLUNTEERS)**

Purpose of Background Checks

As church, the Catholic Diocese of Evansville, Indiana (the “Diocese”) values the safety and well being of all of the people it serves. The Diocese also values and supports the efforts of all of its employees and volunteers serving the church and its people. Because the Diocese recognizes the need to prudently protect its human and material resources, it is our policy to conduct background checks on prospective and, from time to time, current employees and volunteers.

Our background check includes a review of law enforcement records to locate any history of criminal activity. Conviction of any crime does not, however, automatically preclude employment or service as a volunteer. Individual facts and circumstances will also be considered. Personal and previous employment references, if available, may also be checked. In addition, driving records will be checked for persons whose responsibilities may include operating a motor vehicle or vehicles in service to the Diocese. Credit histories may be reviewed for persons who may have access to substantial funds as part of their responsibilities.

The Diocese has chosen **RESULTS Incorporated**, a pre-employment specialist with offices in Indianapolis, Indiana, to conduct background checks of employees and volunteers.

Any offer of employment, confirmation of volunteer status or continued employment or volunteer status is contingent upon the satisfactory results of any background checks made by, or on behalf of, the Diocese.

Please complete the questionnaire below along with the Authorization form which accompanies this Policy and sign below to acknowledge your understanding of the Diocese’s Policy on Background Checks.

		Yes	No
1.	Are you presently being investigated or under a procedure to consider either your removal as a volunteer, discharge for misconduct by your present employer, or, if you offered a resignation, your previous employer?		
2.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position of employment or volunteer?		
3.	Have you ever resigned from a prior position without being asked, but under circumstances involving an investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct?		

4.	Have you ever been charged with or investigated for sexual abuse of another person?		
5.	Have you ever been charged with, pleaded guilty or “no contest” (nolo contendere) to, or been convicted of any crime involving sexual abuse of any person or another crime or moral turpitude? (Moral turpitude is an act of baseness, vileness or depravity in the private and social duties which a person owes another member of society or society in general and which is contrary to the accepted rule of right and duty between persons, including but not limited to theft, murder, rape, swindling and indecency of a minor.)		
6.	Have you (a) ever been convicted of a crime, other than a minor traffic offense; or (b) ever entered a plea of guilty or a plea of “no contest” (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?		

NOTE: If you have answered yes to any of these questions, please explain, in detail below.

Acknowledgment

I understand that any falsification or willful omission of fact made in my application for at-will employment or volunteer status or in connection with any background investigation may be sufficient grounds for rejection of my application, or if discovered after an offer of employment or confirmation of volunteer status, for immediate withdrawal of the offer or termination of employment or volunteer status. I agree to read and become familiar with the rules and policies of the Diocese, and that my employment or volunteer status is “at-will” in that it can be terminated with or without cause, and with or without notice, at any time, at the option of either the Diocese or myself, except as otherwise provided by law. I understand that no agent or representative of the Diocese, other than the Bishop via a signed, dated and written document, has the authority to enter into any agreement for employment or volunteer status for any specified period of time or to make any agreement contrary to the foregoing.

Signature

Date

CATHOLIC DIOCESE OF EVANSVILLE, INDIANA
Authorization for Background Checks

I the undersigned employee/volunteer/applicant for employment or volunteer status acknowledge that I understand the need for background checks for the Catholic Diocese of Evansville, Indiana ("Diocese"). I agree to fully cooperate in the Diocese's background investigation efforts and to sign any waivers or authorizations that may be necessary to obtain access to relevant information. In the event that any former employer, educational institution or federal, state, or local government agency will not release reference information or criminal history information directly to the Diocese, I agree to personally request such information to the extent permitted by law. I further do hereby release, hold harmless, and forever discharge the Bishop of the Diocese, RESULTS Incorporated, all local, state and federal repositories, all previous employers and educational institutions, and the respective subsidiaries, affiliates, representatives, officers, agents, employees, successors, insurers and assigns of any of them (collectively "releasees"), from any present or prospective claims of any kind, arising or resulting from, any alleged liability for conducting background investigations, reference checks and/or credit checks. I further agree to indemnify and hold all releasees harmless for any liability any of them may incur because of their reliance upon this release.

I HAVE READ THE ABOVE AND UNDERSTAND IT FULLY. I RECOGNIZE THAT I AM RELEASING, DISCHARGING AND HOLDING HARMLESS, THE CATHOLIC DIOCESE OF EVANSVILLE, INDIANA, RESULTS INCORPORATED AND OTHERS, FROM LIABILITY ASSOCIATED WITH ANY PRE- OR POST-EMPLOYMENT OR VOLUNTEER STATUS INVESTIGATIONS TO BE CONDUCTED WITH RESPECT TO ME AND MY HISTORY.

Print Full Name _____

Print Maiden or other Names used _____

Current Address _____
(City, State, Zip)

Previous Address _____
(City, State, Zip)

Social Security Number ____ - ____ - ____ Driver's License Number _____ State _____

Race _____ Sex _____ Date of Birth _____

Signature _____ Date _____

TO BE COMPLETED BY A REPRESENTATIVE OF
THE CATHOLIC DIOCESE OF EVANSVILLE, INDIANA

Contact _____ Parish/School/
Person _____ City _____

State(s) for criminal record check other than current state of residence: _____

Please check below if the position includes one or both of the following:

_____ Driving as part of the job responsibilities

_____ Access to funds of over \$1,000.00

DIOCESAN REPRESENTATIVE/YOUTH PROTECTION
COORDINATOR

DATE