

**CATHOLIC DIOCESE OF EVANSVILLE, INDIANA  
EMPLOYMENT SCREENING POLICY  
QUESTIONNAIRE AND AUTHORIZATION  
(ALL SCHOOL EMPLOYEES)**

Purpose of Employment Screening

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 school employees serving the church and its people. Because the Diocese recognizes the need to prudently protect its human and material resources, we utilize the available Expanded Criminal History Checks and the Expanded Child Protection Index Checks for all prospective and, from time to time, current employees.

The Expanded Background Checks include a search of law enforcement records for any history of criminal activity. **Conviction of any crime does not, however, automatically preclude employment.** Individual facts and circumstances may also be considered. Personal and previous employment references, if available, may also be considered. Driving records will be checked for persons whose employment responsibilities may include operating a motor vehicle or vehicles in service to the Diocese. Credit histories may be checked for persons who may have access to substantial funds as part of their employment responsibilities. Professional licenses may be verified for certified employees.

The Diocese has chosen SELECTiON.COM, a faith-based company with offices in Cincinnati, Ohio, to conduct its Expanded Criminal History Checks. The Diocese has chosen MaGIK Gateway to conduct its Expanded Child Protection Index Checks.

**Any offer of employment, and continued employment, is contingent upon satisfactory results of the Expanded Criminal History Check, Expanded Child Protection Index Check, and other reference checks made by, or on behalf of, the Diocese.**

Please complete the questionnaire below and sign the Acknowledgement & Authorization of the Diocese’s Pre-Employment Screening Policy.

		Yes	No
1.	Are you currently being investigated for misconduct which might result in your discharge as an employee?		
2.	Are you currently involved in any procedure to consider your removal as an employee for any reason?		
3.	Have you ever offered your resignation to an employer during the course of an investigation for misconduct or procedure to consider your removal as an employee?		
4.	Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position of employment or volunteer?		
5.	Have you ever resigned from a prior position without being asked under circumstances involving an investigation of sexual contact with another person, of mishandling of funds, or of criminal conduct?		
6.	Have you ever been charged with or investigated for sexual abuse of another person?		

7.	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 of 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.)		
8.	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 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.

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**Acknowledgment & Authorization**

I, the undersigned, 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. I acknowledge and agree 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 agree to fully cooperate in all background investigation efforts of the Diocese 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 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, 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. A signed copy of this document delivered by facsimile, e-mail or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original signed copy.

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, 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (include middle name, if any)

\_\_\_\_\_  
E-mail Address

Please list any states & counties of residence **outside of Indiana** where you’ve lived in the past 7 years.

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County State

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County State