



FOR THE SAKE OF GOD'S CHILDREN

Section Two BACKGROUND CHECKS

DIOCESE OF WILMINGTON
Revised 2010

TABLE OF CONTENTS

SECTION 2	
THOSE REQUIRED TO HAVE A BACKGROUND CHECK	3
PROCESSING FOR RELIGIOUS WOMEN AND BROTHERS	4
PART I – CRIMINAL BACKGROUND CHECKS BY INVESTIGATIVE AGENCY	5-6
PART II – CRIMINAL BACKGROUND CHECKS BY STATE	7
<i>Procedures For Part I Background Check</i>	8
<i>At the Parish, School or Diocesan Level What Must Occur</i>	8
<i>Completing the Screening Form for Agency Investigation</i>	9
<i>Reports</i>	9
<i>Procedure for Criminal Background Checks Required by Law</i>	10-11
<i>Processing Criminal Background Check Reports</i>	12-13
<i>Hispanic Volunteers</i>	14
<i>Review Panel</i>	14
<i>Confidentiality</i>	15
<i>Maintaining Records at the Local Level</i>	15
<i>Priests and Deacons Information</i>	16
<i>Fee for Background Check</i>	16
<i>Accountability and Compliance</i>	16
<i>Compliance Process</i>	17-19
<i>Roles and Responsibilities</i>	20-21
<i>Compliance Coordinator Job Description</i>	22
<i>Application Form</i>	24-25
<i>Renewal Form</i>	26

THOSE REQUIRED TO HAVE A BACKGROUND CHECK

Church Personnel who are required either by law or by the Standards of the Diocese of Wilmington to have a background check prior to participating in ministry or activities where they are involved on a regular recurring basis with youth and young people are identified in the catalog that follows.

Regular and recurring is defined as five hours or more in any given year.

Those in Part I of the Catalog are those individuals whose background check will be conducted by the investigating agency engaged by the Diocese of Wilmington. Those in Part II of the Catalog are required to have the background check conducted by a state law enforcement agency.

Additions for those required to have a background check conducted by the investigating agency (Part I of the Catalog) may be made subject to the approval of a Pastor, School Administrator or Diocesan Director of Human Resources.

Any staff member in a parish, school or at the diocesan level wishing to place a volunteer or hire a new employee should be aware of the requirement for a criminal background check to be on file *prior* to the person's service. An employee or volunteer may not begin their work with students or young persons until the criminal background check is on file and a clearance certificate has been issued through the Diocesan Office of Human Resources.

All background checks for those working with young people are renewed every five years.

**Processing for Religious Women and Brothers :
For the Sake of God's Children**

All religious women and brothers including novices and those who are pre-postulants or postulants who:

- are in ministry and living in the Diocese of Wilmington
- are ministering in the Diocese of Wilmington with residence elsewhere
- are living in the Diocese and in ministry elsewhere

will be required to complete a criminal background check, ethical standards and the educational process as defined by the Diocesan safe environment program. The major superior will be asked to provide the approved suitability statement for each of these individuals.

Commentary:

If the religious sister or brother has completed the criminal background check and education in another diocese within five years and can provide a copy of the cbc and verification of education these will be acceptable. The ethical standards for the Diocese and the suitability statement will still be required.

If an individual is to be hired by a parish/institution the processes should occur prior to hiring. The cbc and ethical standards as well as the education can be provided at the local level (parish or institution). The suitability statement will be forwarded to the Delegate for Religious at the Diocesan Offices.

Delegate for Religious
Diocese of Wilmington
1626 N Union St
Wilmington DE 19806

Copies of the cbc and suitability statements will be electronically filed and retained permanently. Access to these files is limited to the Delegate for Religious. Coordinator of Safe Environments, Vicar General , Chancellor or Bishop.

Policy requires that background checks be renewed in the Diocese of Wilmington every five years. The parish and or individual will be notified 2 months in advance.

PART I: CRIMINAL BACKGROUND CHECKS WILL BE CONDUCTED BY AN INVESTIGATING AGENCY HIRED BY THE DIOCESE FOR THE FOLLOWING:

Section A: All priests and deacons living/ministering in or incardinated with the Diocese

Section B: Religious Education Programs

Directors of Religious Education
Coordinators of Religious Education
PREP Catechists
Classroom Aides
Session Principals
Sacramental Preparation Team Members
RCIA adapted for Children Team Members
Hall Monitors
Special Events Teams (Seasonal Programming)
Vacation Bible School Teams

Section C: Schools

Volunteers
Coaches
Sponsors of extra-curricular activities
Persons who provide services from other organizations (Reading Assist tutors, Title One Assistants, etc.) unless their organization provides a copy of a criminal background check deemed acceptable by the Catholic Schools Office.

Section D: Catholic Youth Ministry

Persons hired or appointed by parishes as:

- Director of Youth Ministry
- Coordinator of Youth Ministry
- Youth Minister
- Primary Youth Ministry Contact

Youth Ministry Council/Team

Confirmation Team

All Chaperones

Anyone driving youth to/from an event

All Regular Volunteers

All Head Coaches

All Assistant Coaches

Athletic Association Presidents

All CYM Board and Committee Members

Sports Coordinators

Scouting

Section E: Parish Ministries

Music or Liturgy Director **who have regular contact with children.**

Secretary, Bookkeeper, Business Manager **who have regular contact with children.**

Grounds and Maintenance Personnel

Any volunteer **who ministers to or works with minors in the following areas.**

Liturgical ministers who train servers.

Sacristans

Liturgical ministers who train children's choirs

Adults who train youth lectors.

All nursery volunteers 18 and over. Those under 18 will not be required to have a background check but should not attend to children without cleared adult supervision.

Section F: Diocesan Staff

All paid employees/volunteers.

**PART II: IN ACCORD WITH THE LAW, CRIMINAL BACKGROUND CHECKS
WILL BE CONDUCTED BY THE STATE OF MARYLAND OR
DELAWARE FOR THE FOLLOWING:**

Catholic Schools

Principals

Other school administrators (Assistant Principal, Director of Admissions,
Director of Development, etc.)

Teachers

Classroom Assistants and Aide Guidance Counselors

School Nurses

Preschool and Early Childhood Workers

Office Staff

Before/After School Workers

Cafeteria Workers

Maintenance/Janitorial staff

CATHOLIC CHARITIES PERSONNEL

Counselors on staff with Catholic Charities working with families and
children.

Residential Care Facility Workers

Teachers

Teacher Assistants

Volunteers working with Children

PROCEDURES

PROCEDURAL INFORMATION FOR BACKGROUND CHECKS CONDUCTED BY THE INVESTIGATING AGENCY (Applies to those in PART I of the Catalog)

SCREENING FORM

The screening form for a background check to be conducted by the investigating agency will have two parts:

Part 1: Background Check: this part is used by the investigating agency in the actual check of a person's criminal history.

Part 2: DMV Information: this is used by parishes and schools to ensure that only safe drivers are transporting our young people. This part of the form will be returned to the local parish.

AT THE PARISH, SCHOOL OR DIOCESAN LEVEL WHAT MUST OCCUR?

1. The **screening form for criminal background checks** is given to any **current and prospective parish and diocesan employees and volunteers** who will have regular recurring contact with minors or young people (five hours or more a year). This form must be completed in its entirety and returned to the investigating agency.
2. Before engaging in ministry all **new employees and volunteers** who have regular contact with minors must also complete and submit the Screening Form for a criminal background check.
3. **Applicants for the seminary and diaconate** are screened as part of their admissions interview.
4. **Priests, Deacons and Religious assigned to ministry or who reside in the Diocese will comply with the suitability process of the Diocese.**

COMPLETING THE SCREENING FORM FOR AGENCY INVESTIGATION

In the parishes, all employees, volunteers, religious, deacons and priests may obtain the form from the person responsible for the ministry in which the individual will be engaged, from the pastor or his designee, or may download it from the Diocesan Website.

At the Diocesan level forms are available through Human Resources or can be downloaded from the Diocesan Website at www.cdow.org.

REPORTS OF CRIMINAL BACKGROUND CHECKS BY INVESTIGATING AGENCY

Requests for a criminal background check application are initiated by an individual seeking to be employed and or/volunteer. The completed form is sent directly to the investigating agency (Hyden Associates) and a copy should not be retained locally.

In like manner the reports from either Hyden Associates or the state agency should not be retained locally except where school policy indicates otherwise.

Because of the confidential nature of information which could be obtained through a criminal background check, these will be conducted with great care and sensitivity and in keeping with the confidentiality policies of the Catholic Diocese of Wilmington and State and Federal laws.

The results of the Criminal Background Check will be forwarded in a confidential file to the Director of Human Resources and a copy sent to the individual by the Investigating Agency.

PROCEDURAL INFORMATION FOR BACKGROUND CHECKS REQUIRED BY LAW

***** (Applies to those in PART II of the Catalog) *****

All principals, assistant principals, teachers, nurses, early childhood workers, guidance counselors, librarians, before and after school workers and staff (office, classroom assistants/ aides, maintenance, cafeteria workers) will have a criminal background check as required by law in either the state of Delaware or Maryland.

Child care workers, residential facility employees and those engaged in counseling are required by the states of Delaware and Maryland to have a background check by the state in which they are employed.

PROCEDURAL INFORMATION FOR OBTAINING A CRIMINAL BACKGROUND CHECK IN THE STATE OF MARYLAND

For Maryland residents or those employed in the State of Maryland:

Criminal Background History Checks can be obtained at any police station which does finger printing and has Form #CJIS 011. Call your local police station and inquire about the nearest station which performs this service.

Check with your diocesan/parish/school before you apply for this investigation. You will need to provide an **AUTHORIZATION NUMBER** on form CJIS 011. That number is 930005772. The School or Parish should have this number.

When filling out Form CJIS 011, check the boxes indicating that you wish to have a State and FBI check done for Child Care purposes.

Be sure to indicate the correct place to have this form mailed.

NOTE : Based on our experiences over the years it is strongly recommended that any employee/volunteer needing a criminal background check complete a Hyden Associate process prior to employment / service to allow ample time for the state clearances to be obtained.

PROCEDURAL INFORMATION FOR RECEIVING A CRIMINAL BACKGROUND CHECK IN THE STATE OF DELAWARE Applies to Part II of the Catalog.

Schedule of times and locations for fingerprint processing.

1. NEW CASTLE COUNTY (By Appointment Only)

Delaware State Police

Troop #2

100 Lagrange Ave. Newark, DE 19702

Tuesday and Thursday (excluding Holidays) 9:00 AM – 3:00 PM

Please call 1-800-464-4357 to schedule an appointment.

2. KENT COUNTY

Delaware State Police

State Bureau of Identification

(Headquarters Complex)

Route 13

Dover, Delaware

Monday (Every other) 9:00 AM – 7:00 PM

Monday thru Thursday 9:00 AM - 3:00 PM

Excluding Holidays

Please call 1-800-464-4357 to schedule an appointment.

3. SUSSEX COUNTY

Delaware State Police (By appointment only)

Troop #4

Route 113

Georgetown Delaware

Wednesday (Every other) 12:00 PM – 6:30 PM

Excluding Holidays.

Please call 1-800-464-4357 to schedule an appointment.

PROCESSING THE REPORTS PROVIDED BY EITHER THE INVESTIGATING AGENCY OR THE STATE OF MARYLAND OR DELAWARE

The Director of Human Resources and a review team will review the report based on the following criteria:

If there is no arrest, conviction, probation or deferred adjudication, finding, or a domestic violence protective order, the individual is eligible for placement and the appropriate supervisory personnel at the parish, school or Diocese will be notified with a cleared certificate.

If there has been an arrest, conviction, probation or deferred adjudication, findings, or a domestic violence protective order, the following factors will be considered in determining whether to place the individual with such a criminal record:

- a. type, frequency and severity of the offense
- b. maturity of the individual at the time of the offense
- c. nature of the work and qualifications required (i.e. is the offense an impediment to the ministry in which this person will work?)
- d. date of the offense

Where any one of the above criteria is present, the individual will have the opportunity to address the issue with the Director of Human Resources and the review team so that a determination of fitness for ministry participation can be made based on the information obtained.

If non-acceptance is based on the criminal background check and the individual feels that an error has been made by the investigating agency, the individual may choose to address this matter with the law enforcement agency that conducted the check.

DISQUALIFYING OFFENSES FOR ALL CHURCH PERSONNEL

Policy: No person may serve with minors who has ever been convicted of any disqualifying offense, been on probation or received deferred adjudication, findings or a domestic violence protective order or has presently pending any criminal charges of any disqualifying offense before a determination of guilt is made, including any person who is presently under deferred adjudication.

Disqualifying offenses are as follows:

A. A felony or misdemeanor classified as an offense against the person or family.

Examples:

Offenses against the person include, but are not limited to, murder, assault, battery, sexual assault, injury to a child and abandoning or endangering a child.

Offenses against the family include, but are not limited to, bigamy, incest, interference with child custody, enticing a child, and harboring a runaway child.

B. A felony or misdemeanor classified as an offense against public order.

Examples:

Offenses against public order include but are not limited to, prostitution, obscenity, sexual performance by a child, possession or promotion of child pornography.

C. A felony or misdemeanor violation of any law intended to control the possession or distribution of any substance included as a controlled substance in the State of Maryland or State of Delaware.

NOTE: While a serious offense, driving while intoxicated may not be a disqualifying offense for volunteering, but it does disqualify someone from driving any church vehicle or any other vehicle on church sponsored activities or events.

A Credit Check is NOT a part of the screening process.

Hispanic Volunteers

If an immigrant volunteer is somehow unable to produce evidence of a background check that person may provide volunteer services provided a "cleared" adult remain in the room with him/her. (3/28/06)

Review Panel

ROLE AND RESPONSIBILITIES

The Diocese has appointed a Review Panel of attorneys, all of whom are familiar with the Safe Environments Program. The specific responsibility of this panel is to review any criminal background investigative report presented to them by the Human Resources Director and determine the eligibility of the person for service in the Diocese.

All information is brought to the Panel without identifying data so that the individual's identify is protected.

If the individual is determined to be ineligible for service, the Director of Human Resources conveys this in writing to the individual and to that person's pastor. The information given to the pastor notes that clearance is not given, the specific causes are not noted.

Once the individual receives the determination of the Panel he or she may petition for a review. The individual may present information in written form or may chose to meet with representatives of the Panel. The results of the review are final and the individual is again notified in writing.

Should the review of a determination alter the status of the individual the Human Resources Director advises the Pastor of that change in writing.

The findings of the Review Panel are retained in a permanent file.

CONFIDENTIALITY

Application/screening information shall be treated as confidential. If any inaccurate information is provided by the applicant, or if information is not included which should have been, the individual will be considered to have falsified his/her application/screening form and thus ineligible for service. The individual receives a letter from the Director of Human Resources and is invited to review the inaccurate or missing information. The additional information gained from this discussion by the Human Resources Director is reported to the Review Panel who determine eligibility for service. The individual is then notified by mail of the decision of the Review Panel.

The **individual reports** resulting from a background check will be kept in restricted data files in the Diocesan Human Resources Office: -- one with an alpha listing of those whose applications/screening form provided information which prevents the individual from participating in the ministry and a second file in alpha order of all those who have been approved for consideration for ministerial participation.

All criminal background checks conducted by the State of Maryland or Delaware for school personnel will be kept in restricted files in the Diocesan Catholic Schools Office. Renewal forms for school personnel will be processed thru the Human Resources Office and filed in the Catholic Schools Office.

Criminal background checks conducted for all departments of the Diocese and will be retained in the individual's employee or volunteer file.

MAINTAINING RECORDS AT THE LOCAL LEVEL

At the parish level it is recommended that the cleared certificate for
All paid employees as well as the signature page for the Ethical Standards be retained in the individual's personnel file.

The cleared certificate/criminal background report for school personnel should be retained in the personnel files of the school as well as the Ethical Standards.

Volunteer information, both certificate of clearance and volunteer covenant, should be retained by the individual with whom the person volunteers.

It is suggested that a master file of all cleared certificates be maintained by the parish/school compliance coordinator.

Priests/Deacon information

The background information and ethical standards for all priests and clergy are retained in the Chancery Office. Parishes will not receive certificates for these individuals. The appointment of a priest or deacon by the Bishop to a parish/institution signifies that the individual is appropriately cleared for service.

FEE FOR BACKGROUND CHECK

FEE FOR INTERNAL INVESTING AGENCY

The fee for screening done by the agency identified by the Diocese is currently \$30.00 and should accompany the screening form when it is sent to the investigating agency.

Or

In the event the parish will be paying for the background check, the individual should deliver the completed screening form in a sealed envelope to the parish office. The individual should sign the envelope across the seal. The parish should then forward the amount necessary to the investigating agency with the sealed envelopes.

FEE FOR STATE BACKGROUND CHECKS

The fee for a criminal background check through the state of Maryland and /or Delaware varies.

ACCOUNTABILITY/COMPLIANCE

1. The individual volunteer or employee assumes responsibility to complete a criminal background check prior to being cleared for ministry in parish or diocesan service.
2. A listing of all cleared individuals within a given area of ministry or activity who are eligible for service in parish or diocesan ministry will be maintained at the parish/diocesan level.

The term **“cleared” means** that the results of the criminal background check make them eligible to be placed in service in a diocesan/parish ministry.

COMPLIANCE PROCESS

Basic Principles/Guidelines

1. The implementation of the program will reflect what is right and reasonable.
2. Consistent application of the program will be the norm: e.g. background checks, standards/covenants etc.
3. Implementation will rest at the local level with the Pastor, Principal, Director of Religious Education, Youth Ministry Coordinator and Athletic Association President.
4. The role of the Diocesan Offices is to support and assist with local implementation.

Parish / Local Gatekeepers

1. Parishes should identify one person who will be responsible for compliance, for being sure that the records are in order and that the program is being monitored by the individuals with ministry responsibility. This person will be the parish Compliance Coordinator. A sample job description appears on page 22 of this section.
2. Principals, Directors of Religious Education, and Youth Ministers are responsible for knowing the status of implementation within their programs. This means that they are to have accurate records on the status of the background checks, the standards or covenants and any educational processes which have been undertaken within their area of responsibility for the program.
3. Athletic Association Presidents are responsible for the status of implementation with coaches and volunteers working with the programs so that the required documents are completed and filed and any education required has been completed.

Diocesan Responsibilities

Offices working with schools, religious education programs, youth ministry and athletic associations will integrate a compliance review into their existing processes:

Religious Education Office	DRE Yearly Orientation Accreditation
Catholic Schools Office	Tracking Process
Catholic Youth Ministry	Standards
Athletic Programs	Only those cleared for service may coach.

Annually, required orientation for all NEW: principals, directors of religious education, coordinators or directors of youth ministry, pastors, newly ordained and athletic association presidents. This would include education on "For the Sake of God's Children" process and content, as well as an understanding of their responsibilities for the program, and information on how to educate those new to the ministry in the parish community. This session is conducted by the Diocesan Staffs responsible for these areas of ministry and coordinated by the Director of Human Resources.

The Diocese has established a Diocesan Compliance Oversight Committee with responsibility to monitor the level of compliance within the Diocese and to review the program/policies as required. This committee reviews and recommends any changes or revisions to policy, recommending such to the Vicar General for Administration who in turn, will discuss the recommendations with the Bishop and Review Board.

BACKGROUND CHECKS

The tracking of the status of individual background checks is done locally, meaning at the parish/school level. The appropriate gatekeeper should know who is to have a background check in accord with the guidelines set by the Diocese and should track if the background checks have been applied for, completed, and/ or need renewal. (Five years or older)

The Schools Office retains copies of all background checks for teachers/principals and is looking at a new employee report which will facilitate monitoring of the compliance level.

Currently the Schools Office provides an annual report to parishes on the status of compliance within the schools.

Religious Education has a turnover rate of approximately 1/3 annually. The cleared for service records are maintained locally. The catechists file now has an indicator on the front cover which stipulates whether the individual is cleared for service in the Diocese. Annually the Human Resources Office conducts an audit of the rosters for all religious education programs.

Standards

Annually the person responsible at the local level should see that the standards are reviewed with all paid employees. These forms are only signed at the time of hire and are thereafter maintained in the personnel file.

Volunteer covenants are to be completed annually and filed for every cleared volunteer. These are to be kept at the local level with the information maintained on volunteers.

ROLES AND RESPONSIBILITIES

ROLE OF THE INVESTIGATING AGENCY

1. Receive Screening Forms from the individuals or parishes for criminal background check.
2. Conduct background check for each employee or volunteer.
3. Notify HR Director and individual of results of background check.
4. Be available to those whose background check requires further information on the individual.
5. Provide a database to the HR Director of those cleared for service by the Charter Identification # assigned to each parish/school or institution.
6. Maintain the process/procedures established with the Human Resources Office.

ROLE OF HUMAN RESOURCES

1. Work with investigating agency to implement the approved process.
2. Provide forms to diocesan offices or programs and to parishes for use with individuals needing to complete a screening form for service as part of educational materials.
3. Receive information about those whose background check needs to be reviewed by the Review Panel. Meet with the Review Panel to discuss possible issues relative to whether individual will be cleared for service. Report the determination of disqualification to the Moderator of the Curia and the Pastor of the parish indicated by the individual as well as to the individual. The report only indicates that sufficient grounds exist to disqualify the individual from service. Should the individual petition for a hearing with the Review Panel, the Director of Human Resources sets this meeting up and is in attendance with one or two members of the panel. The results of this review are noted on the file including the final determination. Any change in qualification is reported to the individual and the pastor.
4. Maintain files and databases of those cleared for service and those not cleared. Provide parishes and Diocesan offices responsible for the related ministries the list of those cleared for service on a monthly basis.
5. Maintain a historical record of the causes for disqualification to provide a consistent basis of action on the part of the Review Panel.
6. Conduct an audit of the databases on a periodic basis.
7. Catalog all background checks and as a five year cycle occurs notify the parish of the individual(s) who will need to renew their background check for continued service.
8. Monitor returned background checks for those which have expired and update database indicated renewal.

ROLE OF THE INDIVIDUAL

1. Obtain and complete the screening form.
2. Submit the form with the appropriate check.
3. Review the results of the criminal background check for accuracy.
4. Check with parish contact to be sure they have received cleared for service notice and at that time complete Volunteer Covenant or Standards Acknowledgement Form.
5. Update individual information relative to any incident which may jeopardize one's ability to continue in service in the Diocese; any arrest, change of name, address or phone number, car/insurance information.
6. Receive, review and fully understand the applicable Diocesan Standards. Submit signed Acknowledgement of Receipt Form or for volunteers the Volunteer Covenant.
7. Review and act in accord with all Diocesan policies applicable to area of ministry.
8. Every five years background checks will be renewed by the individual who wishes to continue in service in the Diocese.

ROLE OF PARISH/SCHOOL/DIOCESAN CONTACT

1. Provide screening forms to those needing background checks.
2. Maintain a list of cleared individuals in each area of service.
3. Accept for service only those who have been cleared for service.
4. Advise those completing the form of the financial responsibility.
5. Follow procedures for submission of screening form. Provide parish charter number to individuals filling in a form.
6. Provide information about time/location of service, for those who are required by law to have their background check conducted by a law enforcement agency.
7. Ensure that the Standards Acknowledgement Form has been received, reviewed and is signed filed for each person.
8. Insure that individuals are aware of applicable Diocesan policies in the area of ministry in which they are engaged.
9. Identify an individual who will serve as local compliance person for the program and whose responsibility it is to process criminal background checks and monitor compliance with the Diocesan Program.

**DIOCESE OF WILMINGTON
JOB DESCRIPTION**

TITLE: Compliance Coordinator

Parish:

ACCOUNTABILITY: Pastor

POSITION DESCRIPTION:

Provides on site coordination for the organization and filing of cleared certificates for all those who have completed background checks. Compiles the ethical standards/volunteer covenants for all church personnel engaged regularly with children. Monitors and initiates the reports on education activities as requested by the Human Resources Office.

PRIMARY RESPONSIBILITIES:

1. Work with the individuals responsible for ministries/activities to ensure timely completion of the applications for criminal background checks.
2. Organizes the parish file of cleared certificates and provides copies to those responsible for various ministries.
3. Organizes the collection and appropriate filing of standards/covenants on an annual basis.
4. Works with the individuals responsible for the various ministries/activities to compile and report on all educational activities in the parish on an annual basis.

QUALIFICATIONS:

1. Commitment to the Diocesan Mission.
2. Excellent organizational and communication skills.
3. Trained in the safe environment program/processes: For the Sake of God's Children.
4. Ability to be an effective team leader. Able to develop a leadership role within a team.
5. Commitment to the implementation of sexual abuse policies and procedures of the Diocese.

ENVIRONMENTAL AND WORKING CONDITIONS:

While the majority of work time will be in an office setting, an occasional diocesan training meeting will be required.

THE FORMS WHICH FOLLOW ARE THE INITIAL
APPLICATION FORM (TWO PAGES)
AND
THE RENEWAL FORM (SINGLE PAGE)



BACKGROUND SCREENING FORM

Diocese of Wilmington

CHARTER _____

INSTRUCTIONS: This form contains four sections, all of which must be fully completed. Please type or print legibly in ink. Section I is the basis for your background check that will be conducted by Hyden and Associates, Inc., an investigative agency under contract to the Diocese. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You and the Diocese will receive a copy of the results of this investigation upon completion. This form, along with payment, should be **mailed to Hyden and Associates, Inc., P.O. Box 248, Georgetown, DE 19947 with the \$30 fee.**

RELEASE: By signing this form, I understand an investigation will be conducted of all information contained in Section I of this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as an employee or volunteer for the Diocese of Wilmington. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to employ or allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize the access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

Signature (black ink)

Date

Section I: Background

1. Name: Last		First	MI	2. Maiden / other name	
3. BIRTHDATE (mm/dd/yyyy):		4. SEX: (Circle One) MALE FEMALE		5. SSN:	
6. MAILING ADDRESS (Street / City / State / Zip):					
7. E-MAIL ADDRESS (username@domain.com):				8. Phone / Cell number:	
9. CURRENT EMPLOYER / City / State:					
10. EMPLOYMENT PHONE NUMBER: ()					
11. NAME OF SPOUSE(S)			12. DATE OF MARRIAGE(S)		
13 LIST CITY, COUNTY, AND STATE OF RESIDENCE FOR PAST 7 (Seven) YEARS. PLEASE BEGIN WITH THE MOST RECENT.					
CITY	COUNTY	STATE	DATES		
14. HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A MISDEMEANOR OR FELONY OFFENSE? Circle Yes or No					
15. HAVE YOU BEEN CONVICTED OF DRIVING WHILE UNDER INFLUENCE OF ALCOHOL/ DRUGS, DRIVING WHILE IMPAIRED? Please Circle Yes or No					
if you answered yes to either of the above questions (14, 15), provide the details below					
COUNTY/STATE OF ARREST	CHARGE		DISPOSITION / YEAR		

16. NAME

Charter ID # _____

Last	First	Middle
------	-------	--------

Section II: Parish

17. Indicate parish in which you are registered 18. Indicate parish or school in which you wish to volunteer

19. List all other churches you have attended or been involved with during the past 7 years.
Church & Address Involvement From – To

--

20. Have you ever been dismissed or suspended from any activity, program, project or event providing services to youth? (Including sports, scouts etc...) Please Circle **YES** or **NO**. If yes, please explain.

--

Section III: Additional Information

22. Activity for which you wish to volunteer. Check as many as are applicable.

School Parish Youth Ministry (includes athletics/scouting) Parish Religious Education Other (specify):

NOTE: If your volunteer activities involve driving young people, the following information is required. All coaches and youth Ministry volunteers are required to complete this section.

Section IV: Motor Vehicle Information

23. NAME (as it appears on your Driver's License) : Please check if name does not match name given on line #

Last	First	Middle	Suffix
------	-------	--------	--------

24. Address on License:

25. Driver's License # 26. State Issued: 27. Date of expiration:

28. Has your driver's license ever been suspended? **NO** **YES**

29. Has your driver's license ever been revoked? **NO** **YES**

If yes, please explain:

--

VEHICLE THAT WILL BE USED

30. Name / Address of Owner:

31. Model/ Year of Vehicle: 32. License Plate / Expiration date #

If more than one vehicle is to be used, this information must be provided for each vehicle.

INSURANCE INFORMATION The insurance coverage is limited to the coverage of vehicles listed above.

33. Insurance Company

34. Policy # 35. Date of Expiration:

37. Signature:

Please review this form to assure that all parts have been completed. Incomplete forms will be returned and may delay the start of your ministry in the diocese.

Forward with \$30.00 check payable to Hyden and Associates Inc. to:
Hyden & Associates, Inc., P.O. Box 268, Georgetown, DE 19947



BACKGROUND SCREENING RENEWAL FORM
Diocese of Wilmington

CHARTER _____

INSTRUCTIONS: Please fill in all sections of the form. Please type or print legibly in ink. Section I is the basis for your background check that will be conducted by Hyden and Associates, Inc., an investigative agency under contract to the Diocese. You must complete the entire form. Indicate "none" or "DNA" (does not apply) where applicable. You and the Diocese will receive a copy of the results of this investigation upon completion. This form, along with payment, should be **mailed to Hyden and Associates, Inc., P.O. Box 268, Georgetown, DE 19947 with the \$30 fee.**

RELEASE: By signing this form, I understand an investigation will be conducted of all information contained in Section I of this form. I also understand that the results of the investigation will be considered, along with all other information submitted on this form, in making a decision concerning my suitability as an employee or volunteer for the Diocese of Wilmington. The information contained in this application is true and correct to the best of my knowledge. I further understand that inaccurate or untruthful responses to the questions contained in this form may be the basis for refusal to employ or allow volunteer participation. I understand that all criminal background checks will be treated as confidential. I understand and authorize the access to any and all information and records relating to my criminal history or criminal offense committed or alleged arrest, alleged criminal acts and criminal offenses committed. I understand if a disqualifying offense is found in a criminal background check, I will be given the opportunity to verify information and correct errors. I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document.

Signature (black ink)

Date

Section I: Background

1. Name: Last	First	MI	2. Maiden / other name
3. BIRTHDATE (mm/dd/yyyy):	4. SEX: (Circle One) MALE FEMALE		5. SSN:
6. MAILING ADDRESS (Street / City / State / Zip):			
7. E-MAIL ADDRESS (username@domain.com):		8. Phone / Cell number:	
9. CURRENT EMPLOYER / City / State:			
10. EMPLOYMENT PHONE NUMBER: ()			
11. NAME OF SPOUSE(S)		12. DATE OF MARRIAGE(S)	

13. LIST CITY, COUNTY, AND STATE OF RESIDENCE FOR PAST 5 (FIVE) YEARS. PLEASE BEGIN WITH THE MOST RECENT.

CITY	COUNTY	STATE	DATES

14. HAVE YOU EVER BEEN ARRESTED FOR OR CONVICTED OF A MISDEMEANOR OR FELONY OFFENSE? Circle **Yes** or **No**

15. HAVE YOU BEEN CONVICTED OF DRIVING WHILE UNDER INFLUENCE OF ALCOHOL/ DRUGS, DRIVING WHILE IMPAIRED? Please Circle **Yes** or **No**

If you answered yes to either of the above questions (14, 15), provide the details below

COUNTY/STATE OF ARREST	CHARGE	DISPOSITION / YEAR

REPORT DELIVERY PREFERENCE

Would you prefer your report delivered to you by: US MAIL E-Mail

