

CATHOLIC DIOCESE OF SAGINAW

Employee, Volunteer, and Applicant Criminal Background Check Authorization Form



Place where employed or volunteering:

(Name) (Address) (City) (State) (Zip)

Indicate: _____ School _____ Parish _____ Diocese _____ Agency

As a church we value the safety of children in our care, our employees and volunteers, and the people whom we serve. In a continuing effort to protect our human and material resources, the Diocese of Saginaw requires that a criminal history background check be conducted for all employees, whether they work with minors or not, and all volunteers who have regular or frequent access with minors. Please complete this form of basic information about you, which assures the best possible program and safety for all.

Please complete your responses to the following questions, sign and return this form to your Pastor, Pastoral Administrator, Principal, or Designated Diocesan Administrator. [Please print clearly.]

Name:[First, Middle, Last]	*Date of Birth:	Social Security #:	
Address:	City:	State:	Zip:
Known by any other name(s):			
Email Address			

Place of employment:	Work Phone:	Home Phone:
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Number of years you have lived in Michigan _____				
If less than 7 years, previous residence(s) outside of Michigan [add additional information along with this form] <u>From</u> - <u>To</u>				
a. _____ Street Year _____ to Year _____	City	State	Zip	County
b. _____ Street Year _____ to Year _____	City	State	Zip	County

<input type="checkbox"/> Employee <input type="checkbox"/> Volunteer	Position(s) you currently hold or are seeking in your parish or the Diocese:		
Driver's License #:	State:	*Race:	*Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female

*NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval of records. The Diocese of Saginaw is fully committed to a policy of equal opportunity in its employment practices.

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Before rejecting an applicant the diocese will consider the nature and seriousness of the crime, the time that has passed since the conviction or completion of the sentence, and the nature of the job sought or held by the individual.

Have you ever been accused of, charged with, or convicted of, or engaged in child abuse, molestation or a sex offense? Yes_____ No_____

Are you listed on a sex offender registry, or ever been ordered to not have contact with, or be alone with minors? Yes_____ No_____

Have you ever been convicted, pleaded guilty, or no contest to a crime? Yes_____ No_____

Authorization:

I understand that investigative inquiries on my background are to be made about me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal history background check and/or driving record check, using the services of the Diocese of Saginaw or a designated outside firm, and/or the fingerprinting and criminal history background check for required school personnel or others. I understand the information received will be kept confidential and will be used only to determine my suitability to be employed or to volunteer for the above noted position. I authorize without reservation any party contacted and the diocesan representatives to furnish any or all of the above mentioned information to those responsible for employment and volunteer positions. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting the necessary investigation. I understand that at the discretion of the diocese, additional screens may be performed and this authorization remains in effect unless I notify the diocese otherwise in writing.

I understand that upon request I am entitled to receive a copy of the investigative report and may dispute the accuracy of the report within 60 days after its receipt. I further understand that my employment service and access to minors prior to completion of the background check may be restricted by the Hiring Entity. I further understand that the Hiring Entity may take adverse action regarding my employment or services after procurement of the above mentioned information and report, and I hereby voluntarily release the Hiring Entity, Diocese of Saginaw, and its employees, officials, representatives, or assigns from any and all claims, liability or damages of whatever kind, which may, at any time, result to me, my heirs, family or associates because of the seeking, gathering, or use of the information procured in compliance with this Authorization.

In addition, I agree to abide by the policies, procedures, and standards of behavior that currently exist or may be amended in the future.

(Signature of Applicant/Employee/Volunteer)

(Date)

Once this form is completed, place a copy in the parish/school locked personnel file; and send a copy of the Authorization Form to the Diocese of Saginaw Compliance Office, 5800 Weiss St., Saginaw MI 48603-2762 or safeenvironment@diosag.org. The **original copy should be kept at the school/parish**. The employee or volunteer keeps a copy of the Policy on Criminal History Background Checks.

Revised December 2022