

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

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 school employees 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 Expanded Criminal History Checks on prospective and, from time to time, current school employees.

Indiana code 20-26-5-10 requires all school corporations, charter schools, and accredited nonpublic schools to adopt and administer a policy requiring each applicant for non certified or certified employment to obtain an expanded criminal history check as of July 1, 2009. The definition of “expanded criminal history check” found at IC 20-26-2-1.5 includes **(1)** a search of records from all Indiana counties in which the applicant resided, all counties in other states in which the applicant resided, and the national sex offender registry or the sex offender registries of all fifty (50) states; **OR (2)** a national criminal history background check and a search of the national sex offender registry or the sex offender registries of all fifty (50) states.

To assist the schools in meeting this requirement, the Department of Education is working with the Indiana State Police and its live-scan fingerprint vendor, Identity Solutions, to make this process as user friendly as possible. The combined cost of the L-1 enrollment and fingerprint service and the ISP/FBI check, which is borne by the applicant, is approximately \$43.00.

Applicants for employment can register online through L-1 to schedule a fingerprint appointment at one of 63 fingerprinting locations around the state. To view fingerprint locations and schedule a fingerprint appointment go to <http://ibtffingerprint.com>. The agency name you should use is **SCHOOLS**, The application category is **CERTIFIED EMPLOYEE**, the county you should choose is **VANDERBURGH**, the school corporation is **DIOCESE OF EVANSVILLE**.

Any offer of employment, is contingent upon the satisfactory result of the Expanded Criminal History Check.

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 in connection with any background investigation may be sufficient grounds for rejection of my application, or if discovered after an offer of employment, for immediate withdrawal of the offer or termination of employment. I agree to read and become familiar with the rules and policies of the Diocese, and that my employment 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 status for any specified period of time or to make any agreement contrary to the foregoing.

Signature

Date