



## VOLUNTEERS AND EMPLOYEES

Saint Joseph Catholic School welcomes all parent and grandparent volunteers to our school family. In order to comply with the policies set forth by the National Council of Catholic Bishops and instituted by the Diocese of Charleston, all volunteers (and employees) are required to take the following steps before volunteering.

**1. *Safe Environment Training with Safe Haven***

Under the Charter for the Protection of Children and Young People, all employees and those volunteers with access to children must complete a course in prevention education. The training program the Diocese of Charleston chooses to use is Safe Haven. Training sessions are made available online. Please go to <http://charleston.CMGconnect.org> to complete your course. Download and print your certificate when you are finished, or email it directly to [kreedy@stjosdevine.com](mailto:kreedy@stjosdevine.com).

**2. *BACKGROUND SCREENING FORMS***

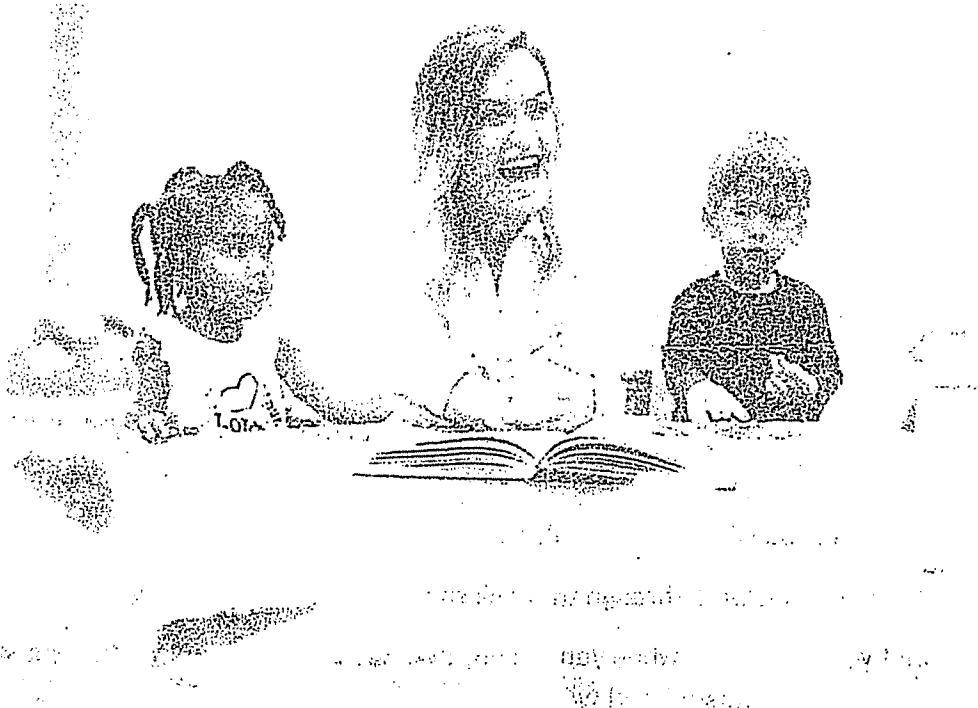
All employees and volunteers over the age of 18 with regular access to children must complete a background screening packet. There are three forms within the packet that must be completed in their entirety.

**3. *REVISED DIOCESAN POLICY Concerning the Protection of Minors and Vulnerable Adults and Code of***

***Conduct for Church Personnel and Volunteers. (2022)*** All employees and volunteers must read the Revised Diocesan Policy and sign the Acknowledgement of Receipt and Agreement to Comply to the Policy. The policy is available through the Saint Joseph Catholic School website – [stjosdevine.com](http://stjosdevine.com). Once you are on the website, select For Parents and then scroll down and select Keeping Our Children Safe.

***If you have any questions, please contact Kerry Reedy at (803) 254-6736 or [kreedy@stjosdevine.com](mailto:kreedy@stjosdevine.com).***

# Diocese of Charleston



## ***Safe Haven—It's Up to You***

### Safe Environment Instructions:

1. Go to <http://charleston.CMGconnect.org> to complete your new online safe environment curriculum.
2. Create a new account by completing all the boxes. This includes address, primary parish, and how you participate at your parish or school.
3. Start the *Safe Haven—It's Up to You* training curriculum.
4. Download and print your certificate upon completion or, email it directly from the site to the office or school you are associated with.

**DIOCESE OF CHARLESTON  
BACKGROUND SCREENING  
BASIC DATA FORM**

Forms must be completed in their entirety to be processed.

For OCPS use: Tracking #: \_\_\_\_\_

Name Parish/School/Office: _____
Location: _____
Submitted by: _____

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Maiden Name Last

\_\_\_\_\_  
(Race) (Gender M/F) DOB: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Permanent Street Address: \_\_\_\_\_  
Street City State Zip Code

Mailing Address if different from above:

\_\_\_\_\_  
P.O. Box City State Zip Code

Phone Number: \_\_\_\_\_ email : \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Are you currently employed by or applying for employment with a diocesan school/parish/office? \_\_\_\_ Yes \_\_\_\_ No

What is the title of the position for which you are currently employed or are applying? \_\_\_\_\_

What are the **job responsibilities** of the position for which you are currently employed or are applying for (please be specific in your details)?  
\_\_\_\_\_

Are you currently volunteering or applying to volunteer with a diocesan school/parish/office? \_\_\_\_ Yes \_\_\_\_ No

What is the title of the position for which you are currently volunteering or applying to volunteer?  
\_\_\_\_\_

What are the **job responsibilities** of the position for which you are currently volunteering or are applying to volunteer for (please be specific in your details)? \_\_\_\_\_

**CRIMINAL HISTORY:** A Criminal Background Check and a Sex Offender Registry Check is mandatory and will be performed on every individual submitting these forms. Number of years/months you have lived in

South Carolina: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Please provide any previous addresses in which you have resided for the past five (5) years:  
\_\_\_\_\_  
\_\_\_\_\_

**Please note: A Driver's History Report or a check of your Credit History will be processed only if driving or handling money is part of your duties. If so, you must complete the appropriate attached form.**

Form #: 2011-01  
Revised: 11.09.16  
Revised: 05.01.21

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the **Diocese of Charleston** at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by **Reference Services, Inc., 101 Plaza East Blvd., Suite 300, Evansville, Indiana 47715; Tel. # 812.474.9000; [www.referenceservices.com](http://www.referenceservices.com)** and/or the Diocese of Charleston. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

BACKGROUND INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Other Names/Alias \_\_\_\_\_  
Social Security\* # \_\_\_\_\_ Date of Birth\* \_\_\_\_\_  
Driver's License # \_\_\_\_\_ State of Driver's License\*\* \_\_\_\_\_  
Present Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Former Employer \_\_\_\_\_ Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Permission to contact current employer for employment and reference verifications:  Yes  No

\*This information (SS # and Date of Birth) will be used for background screening purposes only and will not be used as hiring criteria.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

The Diocese of Charleston may obtain information about you from a third party consumer reporting agency for employment purposes (including independent contractor or volunteer assignments, as applicable). Thus, you may be the subject of a "consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks.

These searches will be conducted by Reference Services, Inc., 101 Plaza East Blvd., Suite 300, Evansville, Indiana 47715; Tel. # 812.474.9000; [www.referenceservices.com](http://www.referenceservices.com).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX II**

**DIOCESE OF CHARLESTON  
ACKNOWLEDGEMENT OF RECEIPT AND AGREEMENT TO COMPLY**

By signing below, I acknowledge that I have received or accessed online and have carefully read, understand and agree to abide by The Diocese of Charleston Policy Concerning the Protection of Minors and Vulnerable Adults from Sexual Abuse by Church Personnel (2022) and Code of Conduct For Church Personnel and Ministerial Standards and Guidelines For Dealing With Minors and Vulnerable Adults to protect you and those to whom you minister.

I understand that the Diocese will rely on this signed Acknowledgment of Receipt and Agreement to Comply to ensure my acceptance of and agreement to comply with all Diocesan safe environment policies, standards and guidelines. I further acknowledge that nothing in the foregoing documents or this Acknowledgement shall be deemed to constitute a contract of employment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date