



## EMPLOYEE/VOLUNTEER APPLICANT CHECKLIST

APPLICANT NAME \_\_\_\_\_ Parish/School \_\_\_\_\_

Application completed  Employee  Volunteer DATE COMPLETED \_\_\_\_\_

Photo ID: \_\_\_\_\_

**Complete all parts of the form that apply to the applicant.**

### CRIMINAL BACKGROUND CHECK (choose one)

*Barada Associates, Inc. report*  
\_\_\_ Basic \_\_\_ School employee DATE \_\_\_\_\_ RESULT \_\_\_\_\_

*Dru Sjodin National Sex Offender report*  
DATE \_\_\_\_\_ RESULT \_\_\_\_\_

### REQUIRED REFERENCES CHECKED (employees only):

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

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

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

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

### PASTOR(S) CONTACTED (if applicable):

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

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

Applicant Background approved  
 Not approved

Please notify the Safe Environment Coordinator for the diocese if a candidate is not approved.



DIOCESE OF  
**FORT WAYNE-SOUTH BEND**  
SAFE ENVIRONMENT PROGRAM

**SAFE ENVIRONMENT TRAINING (insert dates for all items completed)**

\_\_\_\_\_ Initial Safe Environment Training Curriculum at the Catholic Mutual Group Learning Platform

\_\_\_\_\_ Year Two Training                      \_\_\_\_\_ Year Four Training  
----- OR for those who began service prior to June 2018---

\_\_\_\_\_ Safe Environment Training Video (2005)

\_\_\_\_\_ Diocesan Personnel Policy Manual

Additional notes:

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TRANSFER to another parish:

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NAME OF PARISH

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DATE OF TRANSFER