

# 2020 Edition

of the  
DIOCESE OF COVINGTON  
Creating a Safe Environment/Addressing Sexual Misconduct

## Acceptance Form

☐ I have reviewed the Diocese of Covington's Policies and Procedures for Addressing Sexual Misconduct. I understand and agree to abide by such Policies and Procedures. I understand that I have access to a copy at [www.covdio.org/safe-environment/](http://www.covdio.org/safe-environment/) under parish/school leaders or volunteers/parents.

Name (please print) \_\_\_\_\_  
(Full First) (Full Middle)

Full Last Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

My position is \_\_\_\_ Volunteer: Role in Diocese \_\_\_\_\_

My position is \_\_\_\_ Paid: Role in Diocese \_\_\_\_\_

Parish/School/Institution/Agency \_\_\_\_\_

City \_\_\_\_\_

\*\*\*\*\*

☐ I have filled out the Application Form, signed it and left it with the **primary** parish, school or institution where I wish to volunteer or be employed. (This is usually your parish.)

☐ I will register at [www.virtus.org](http://www.virtus.org) and sign up for a VIRTUS training session. I understand that I will be expected to read bulletins online after my training session is finished and my paperwork is processed.

NOTE: If you have already attended a VIRTUS training session please check the box

☐

Signature \_\_\_\_\_

Date \_\_\_\_\_

### For Coordinator Use:

Background Check Submitted:

Acceptance Form sent:

Submitted by:

Requested for removal date and by:

Revised. 12/2022



## SAFE ENVIRONMENT

### **Roman Catholic Diocese of Covington-EMPLOYEE/VOLUNTEER APPLICATION 2023**

A background check is required for all employees and volunteers in the Diocese of Covington. The background check results are returned to the Diocese and are reviewed by the Safe Environment Office. Only those administrators who directly hire employees or accept volunteers will receive information regarding the background check. We regard confidentiality as paramount.

\*Please complete the forms thoroughly and return them to your local coordinator along with a legible photocopy of your driver's license or state issued ID. The Search America Watch Report is being run three times per year by Selection.com and additional checks may be run (at our cost) on all "Active" VIRTUS users. If you would like to be "Inactivated" (no longer serve as an employee or volunteer) please notify the coordinator at your primary location.

#### **PLEASE PRINT!**

**Personal Information:** Please give **FULL LEGAL NAME!**

First: \_\_\_\_\_ Middle: \_\_\_\_\_

Maiden: \_\_\_\_\_ Last: \_\_\_\_\_

Preferred or Nickname: \_\_\_\_\_

Social Security Number: XXX-XX-\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's License Number \_\_\_\_\_

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

- **Please list previous addresses from the past 10 years (if applicable) on the back of this form.**

Contact Number: Day (\_\_\_\_) \_\_\_\_\_ Night (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

**Location:** Please list your **current** primary location. Employees should list their employment location first, Parish second then any additional volunteer locations.

Primary Location: \_\_\_\_\_ Role/Position \_\_\_\_\_

Additional Location: \_\_\_\_\_ Role/Position \_\_\_\_\_

Additional Location: \_\_\_\_\_ Role/Position \_\_\_\_\_

#### **Previous relevant employment or volunteer experience:**

Location: \_\_\_\_\_ Role/Position: \_\_\_\_\_ From: M/YR \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Role/Position: \_\_\_\_\_ From: M/YR \_\_\_\_\_ To: \_\_\_\_\_

Location: \_\_\_\_\_ Role/Position: \_\_\_\_\_ From: M/YR \_\_\_\_\_ To: \_\_\_\_\_

#### **References:**

Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Name: \_\_\_\_\_ Contact Number: (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

I certify that all information given or referred to in this application is true and correct to the best of my knowledge. I understand and agree with the background check policies of the Diocese of Covington.

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

**Previous Address(s):**

1. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

2. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

5. Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

- If you would like to add additional pertinent information about your skills, work or volunteer experience please do so below:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.