

**DIOCESE OF MARQUETTE  
SAFE ENVIRONMENT PROGRAM**

Employment Packet

- Application
- Reference Check Questions
- Recruiting and Screening Process
- Employee Acknowledgement and Agreement Form

**Diocese of Marquette**

Parish/School: \_\_\_\_\_

**APPLICATION FOR EMPLOYMENT**

**Name:** \_\_\_\_\_

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

**Present Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone No.** \_\_\_\_\_

**If related to anyone in our employ,  
please give name and department:** \_\_\_\_\_

**Referred by:** \_\_\_\_\_

**EMPLOYMENT DESIRED:**

**Position:** \_\_\_\_\_ **Salary**  
**Desired:** \_\_\_\_\_ **Date you**  
**can start:** \_\_\_\_\_

**What experience have you had in this type of work:**

**Are you presently employed?** \_\_\_\_\_ **May we inquire of your present employer?** \_\_\_\_\_

**Person to contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Have you ever been convicted of a crime?** \_\_\_\_\_

**Are there any criminal charges pending against you?** \_\_\_\_\_

**IN CASE OF EMERGENCY NOTIFY:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**EDUCATION:**

**Name and Location**

**Years Attended**

**Elementary School:** \_\_\_\_\_

**High School:** \_\_\_\_\_

**College:** \_\_\_\_\_

**Trade, Business or  
Correspondence School:** \_\_\_\_\_

**FORMER EMPLOYERS:** (List below your last two employers)

<b>Name &amp; Address</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for Leaving</b>
---------------------------	---------------	-----------------	---------------------------

1. \_\_\_\_\_

**Length of employment:** (Date - Month & Year) From: \_\_\_\_\_ To: \_\_\_\_\_

2. \_\_\_\_\_

**Length of employment:** (Date - Month & Year) From: \_\_\_\_\_ To: \_\_\_\_\_

**REFERENCES:** (Give the names of two people, not relatives, who have known you at least one year.)

<b>Name and Address:</b>	<b>Business/Occupation:</b>	<b>Phone:</b>
--------------------------	-----------------------------	---------------

1. \_\_\_\_\_

2. \_\_\_\_\_

I agree to conform to the rules and regulations of employer, and I understand that my employment and compensation can be terminated, with or without cause and with or without notice at any time, at the option of either employer or me. Should my employment require a written and signed employment contract, I understand that just cause is not a necessary basis for non-renewal of a contract of employment, since employer and employee have a right to decline renewal of a contract of employment for any reason or no reason. I understand that no agent or employee of employer has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to this.

Dated \_\_\_\_\_

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

**DIOCESE OF MARQUETTE  
SAFE ENVIRONMENT PROGRAM**

**REFERENCE CHECK QUESTIONS**

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

Interviewer: \_\_\_\_\_

Interviewee: \_\_\_\_\_

1. What are \_\_\_\_\_ strengths as you see it for this position?

1a. Does \_\_\_\_\_ have any limitations?

2. How is \_\_\_\_\_ at relating to the general public? Are you aware of \_\_\_\_\_ speaking capabilities? What are those?

3. How would you see \_\_\_\_\_ ability to handle a crisis situation?

4. What is your overall recommendation of \_\_\_\_\_ for this position?

5. Do you have any concerns with \_\_\_\_\_ working with young people?

6. Is there anything else you would like to add?

## **RECRUITING AND SCREENING PROCESS FOR EMPLOYEES AND VOLUNTEERS**

The following guidelines should be used for recruiting and utilizing employees and volunteers when they are to work directly with children or young people

### **Recommended:**

#### **A. Recruiting and screening process**

1. The applicable diocesan "Application Forms" should be used.
2. Interviews should be conducted.
3. Personal references should be contacted.
4. Criminal backgrounds checks will be done for all employees/volunteers who are in regular contact with children and youth.

#### **B. Suggested Orientation Session**

1. Parish/school philosophy and goals
2. Duties specific to assigned activities
3. Health and safety measures and emergency procedures
4. Student discipline policies/procedures
5. Guidelines for appropriate behavior
6. Child abuse/neglect laws and policies
7. Techniques for supervision of children
8. Responsibility for confidentiality

#### **C. Supervision**

The administrator is responsible for the supervision of all who serve in the program, both employees and volunteers.

Diocese of Marquette  
SAFE ENVIRONMENT PROGRAM  
EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT FORM

Name: \_\_\_\_\_

I have received the Safe Environment Policy of the Diocese of Marquette and agree to follow and adhere to the Diocesan Code of Pastoral Conduct.

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

April 2016