

DIOCESE OF DES MOINES

APPLICATION FOR NON-CERTIFIED EDUCATIONAL POSITION

I. PERSONAL INFORMATION:

Name: _____
Last First Social Security #

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Telephone: Present Address _____ Permanent Address _____
FAX _____ E-mail Address _____

Are you a Roman Catholic? Yes No If yes, name of parish _____

II. POSITION, EDUCATION AND EMPLOYMENT INFORMATION:

Are you applying to a specific school in the diocese? Yes No

If yes, name of school: _____

Position desired: Bookkeeper Secretary Full-Time
(Check those Custodian/Maintenance Teacher Associate Part-Time
that apply) Dietician/Cook Other _____

Secondary Education:
Name of School City State Date of Graduation

College and Universities:
Name City State Dates Attended Degree & Date Received

Other training/skills/abilities which would qualify you for the position desired:

Diocese of Des Moines

ADDENDA
To the Educational Employment Application

I. QUESTIONNAIRE: (Please complete all of the following)

Have you ever been convicted of a crime of abuse, harassment or exploitation? Yes No

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to abuse, harassment or exploitation? Yes No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of abuse by you, or relating to civil or criminal complaints for abuse of others? Yes No

Have you ever been dismissed from any position because of immoral conduct Yes No
unprofessional conduct Yes No
unfitness for service Yes No
unsatisfactory service? Yes No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)? Yes No

Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment? Yes No

II. BACKGROUND CHECKS: (Please read carefully)

If you wish to be considered for employment in any of the Catholic schools in the Diocese of Des Moines, you must submit to several kinds of background checks. The background checks will include, but are not limited to, job related matters and criminal offenses, including sexual misconduct.

III. APPLICANT RELEASE STATEMENT:

Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize an investigative consumer report to be conducted if deemed appropriate by the Diocese of Des Moines, any parish, school, or related Catholic institution. Public records may be used in this report, such as civil and criminal records and driving records, as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report. I release the Diocese of Des Moines, any parish, school, or related Catholic institution and their agents from liability associated with obtaining that inquiry.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act (FCRA). I may receive a free copy of this report. Before any adverse action is taken based on this report, I will receive a copy of the report and notice of my rights under the FCRA.

Applicant Signature

Date

**DIOCESE OF DES MOINES
Background Screening Application**

SECTION 1

TO BE COMPLETED BY LOCATION

Check one box: Parish School Other

Location Name: _____ City: _____ Contact Person: _____

Telephone Number: _____ Email: _____

Parish / School ID # _____

Virtus date: _____

Check the category that best fits your position:

- Applicant: anticipated start date _____
- Candidate for ordination (deacon/seminarian)

Check all that apply:

- Regular Contact with Children
- MINOR

If you transport individuals for parish or school events, please complete the MVR section below:

- Priest / Deacon
- Educator (BOEE licensed)
- Employee (Chancery, School, Parish)
- Volunteer

- Motor Vehicle Report (MVR):
Issuing State _____
Driver's License # _____

Name: _____
 First Middle Last

Address: _____
 _____ _____ _____ _____
 City State Zip County

Phone Number: _____ Email: _____

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Mindful of the importance of protecting children and other vulnerable persons, the undersigned acknowledges a truthful response of this information. I understand that past violations would not necessarily preclude the employment or volunteer position sought.

Date of Birth: _____ Social Security Number: _____
(Social security # required for background check)

Signature  _____ Date: _____

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH SECTION 2

This is to acknowledge that I have received and reviewed a copy of the "Code of Conduct for the Protection of Children and Youth" of the Diocese of Des Moines.

I understand that I am responsible for complying with the policies as stated and should refer any questions to my immediate supervisor or the Diocesan Human Resources Department (515-237-5085) for clarification. I further understand that the Diocese reserves the right to change, modify and/or revise any of the policies at any time.

Employee's/Volunteer's Signature  _____

Employee's/Volunteer's Name _____

Parish/School/Agency _____

Date _____ Position/Description: _____

Please complete page 3 →

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Iowa Department of Human Services

Authorization for Release of Child and Dependent Adult Abuse Information

This form must be used to authorize release of child or dependent adult abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person for whom information is requested and email to dhsabuseregistry@dhs.state.ia.us, or fax to (515) 564-4112, or mail to the Iowa Department of Human Services, Central Abuse Registry, P.O. Box 4826, Des Moines, IA 50305.

Please specify which abuse registry you are requesting by checking the appropriate box below:

X Child Abuse Registry [] Dependent Adult Abuse Registry [] Both

Please specify your preferred method of response by checking a box and completing the information in Section 1.

[] Address [] Fax X Email

Section 1: To be completed by the person or agency requesting the information.

Requester: Last Shoeman First Jacque Agency Name Roman Catholic Diocese of Des Moines Telephone Number (515) 237-5097 Address 601 Grand Avenue Fax Number (515) 237-5042 City Des Moines State IA Zip Code 50309 Email jshoeman@dmdiocese.org

List the name and address of the person whose information is being requested: Name (last, first, middle) Birth Date Social Security Number Address City County State Zip Code

List maiden name, previous married names, and any alias:

What is the purpose of your request for child or dependent adult abuse information? Potential Employment or Volunteer or Recheck

I have read and understand the legal provisions for handling child and dependent adult abuse information which is printed on the second page of this form.

Signature of Requestor [Signature: Jacques J. Shoeman] Date

Section 2: To be completed by the person authorizing the Department of Human Services to release their child or dependent adult abuse information.

I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse or Dependent Adult Abuse Registry as having abused a child (Iowa Code section 235A.15) or dependent adult (Iowa Code section 235B.6). To the best of my knowledge, the information contained in Section 1 of this form is correct.

Signature of Person Authorizing Date

Section 3: To be completed by the Central Abuse Registry or designee.

- [] The person whose information is being requested is listed on the Child Abuse Registry as having abused a child. [] The person whose information is being requested is not listed on the Child Abuse Registry as having abused a child. [] The person whose information is being requested is listed on the Dependent Adult Abuse Registry as having abused a dependent adult. [] The person whose information is being requested is not listed on the Dependent Adult Abuse Registry as having abused a dependent adult. [] This request for information is denied because the form is incomplete.

Signature of Registry Staff or Designee Date

Comments

LEGAL PROVISIONS FOR HANDLING CHILD AND DEPENDENT ADULT ABUSE INFORMATION

Redissemination of Child and Dependent Adult Abuse Information (Iowa Code sections 235A.17 and 235B.8)

A person, agency, or other recipient of child or dependent adult abuse information shall not redisseminate (release) this information, except that redissemination is permitted when **ALL** of the following conditions apply:

- ◆ The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- ◆ The person to whom such information would be redisseminated would have independent access to the same information under Iowa Code sections 235A.15 or 235B.6.
- ◆ A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- ◆ The written record is forwarded to the Central Abuse Registry within 30 days of the redissemination.

Criminal Penalties (Iowa Code sections 235A.21 and 235B.12)

A person is guilty of a criminal offense when the person:

- ◆ Willfully requests, obtains, or seeks to obtain child or dependent adult abuse information under false pretenses, or
- ◆ Willfully communicates or seeks to communicate child or dependent adult abuse information to any agency or person except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8, or
- ◆ Is connected with any research authorized pursuant to Iowa Code sections 235A.15 and 235B.6 and willfully falsifies child or dependent adult abuse information or any records relating to child or dependent adult abuse.

Upon conviction for each offense, the person is guilty of a serious misdemeanor punishable by a fine or imprisonment.

Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child or dependent adult abuse information except in accordance with Iowa Code sections 235A.15, 235A.17, 235B.6, and 235B.8 is guilty of a simple misdemeanor punishable, upon conviction for each offense, by a fine or imprisonment.

Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapters 235A or 235B shall be grounds for the immediate withdrawal of any authorized access that person might otherwise have to child or dependent adult abuse information.