

SECTION 2

PRE-EMPLOYMENT EMPLOYMENT

- 2-1 Application/Screening Process for Pre-Employment Applicants
- 2-2 eAppsDB Instructions for Pre-Employment Applicants
- 2-3 eAppsDB Instructions for Employment Applicants
- 2-4 Acknowledgment and Agreement Form for Employees for
“Our Promise to Protect” Safe Environment Policy, Diocese of Green Bay
®1263SE April, 2019
- 2-5 *“Our Promise to Protect” Safe Environment Policy, Diocese of Green Bay*
®1262SE March, 2019
- 2-6 eAppsDB Instructions for LoSECs Entering Applications for Pre-
Employment/Employment Applicants
- 2-7 Pre-Employment/Employment Application paper version
(Use ONLY when there is no possibility of computer access for the applicant)

APPLICATION/SCREENING PROCESS FOR PRE-EMPLOYMENT/EMPLOYMENT APPLICANTS

1. Pre-employment candidates are to complete an eAppsDB on-line Pre-Employment Application found at the diocesan web site (www.gbdioc.org) under the Volunteerism/Employment banner. The LoSEC, designee, or interviewing supervisor will provide the candidate with the appropriate title of the parish/school/agency offering the employment position as well as the current data base access code.
2. Through the Quick Statistics link on the Site Administrator's Home Page, the LoSEC will process the on-line Pre-Employment Application; print a paper version of the application for the interviewing supervisor to review. If appropriate, the reference checking process may begin.
3. A conditional offer of employment may be tendered after positive recommendations are received by three (3) references.
4. When an offer of conditional employment is tendered to persons over the age of 18, the prospective employee must receive a copy of "*Our Promise to Protect*" *Safe Environment Policy, Diocese of Green Bay* ©1262SE March, 2019 (2-5) and sign and return a copy of the Employee Acknowledgment and Agreement Form (2-4). The LoSEC, designee, or hiring supervisor will instruct the candidate to re-access their on-line Pre-Employment Application to authorize a criminal background check.
5. Upon receipt of *Organizational Approval* from the Diocese and a copy of the signed and dated Acknowledgment/Agreement form, the LoSEC or designee notifies the appropriate supervisor that the hiring process may be completed.
6. The new employee submits date of attendance/location of past participation in a Diocese of Green Bay VIRTUS *Protecting God's Children* Adult Awareness Session or registers on-line with the VIRTUS Organization for an upcoming session. VIRTUS attendance within another diocese may be recognized if there is an approved online training record of session attendance at VIRTUS.org. The LoSEC will verify registration and confirm participation.

The new employee must complete the VIRTUS Adult Awareness Training Session within 30 days of date of hire. **Those employees in positions with immediate access to children must complete VIRTUS training prior to first day of service.** If the LoSEC is unable to confirm participation within the appropriate timeline, the LoSEC will notify the employee's supervisor

High School Age employees under the age of 18 are NOT ALLOWED to attend a VIRTUS Protecting God's Children Adult Awareness Session until they turn 18.

7. The LoSEC or appropriate supervisor will inform the new employee should participation in the on-line training bulletin program provided by the VIRTUS Organization be required (See Policy on Maintaining Safe Environment – Diocesan Policies and Resources).
8. For employees required to read the on-line training bulletins from the VIRTUS Organization, the LoSEC shall review the status of each employee's training modules on a **quarterly basis** and report findings to the appropriate supervisor.
9. If required the LoSEC will monitor the Annual On-Line Re-Certification Training Module of employees. Notification of failure to complete the Re-Certification Training Module within a thirty day period shall be communicated in writing to the appropriate supervisor.

eAppsDB Instructions for Pre-Employment Applicants

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of three (3) Professional/Civic references including street, city, state, daytime phone number
- The name of two (2) Personal references including street, city, state, daytime phone number
- Social Security Number

Now you are ready to get started; log on to the Diocese website at www.gbdioc.org

1. With your computer mouse, hover over the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Pre-Employment Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency sponsoring the job position for which you are applying.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (zero four)
- A choice for ‘type of application’ is required, **click on the box beside ‘Pre-Employment’**
- Enter a User ID you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen.
- Enter a password that will be used to access your application in the future. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter the password twice for verification purposes.
- In the ‘Name’ fields, please enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.

The date of birth is required at registration for the purpose of preventing the creation of duplicate applications in the system. On a pre-employment application this information is NOT viewable by the site. This information is locked after completion of the background check screen and is not made available to the user or site.

Once you have completed the requested information, **click the ‘Register’ button.**

You will receive a screen indicating registration has been successful.

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place should you need it to re-access your application in the future.

Click on the ‘[click here](#)’ button to continue. You will return to the ‘Login’ screen.

At the ‘**Login**’ screen re-enter your User ID and password and **click the ‘Login’** button to continue.

APPLICATION OVERVIEW

The ‘Application Overview’ screen provides the following information:

- The status of the application.
- A list of forms required by the organization to be completed.
- The option to view or submit the application.

A red ‘X’ located by each application form indicates that the form has not been completed.

MAIN APPLICATION

To get started, click on the ‘Main Application’ button.

The ‘Main Application – Pre-Employment’ screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for ‘second last name’ should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

Click on the ‘SAVE’ button and you will return to the *Application Overview* screen

The Main Application header should now have a green check next to it indicating it has been completed.

THE ‘DIOCESE OF GREEN BAY’ QUESTIONNAIRE

Click on the ‘Diocese of Green Bay Questionnaire’ button

Pre-employment questions:

- Are you at least 18 years of age? (If not, you will be required to obtain a work permit)
- Are you legally eligible for employment in the United States?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to offense, dates, location of court...
- Are you seeking a full or part-time employment?
- Position Desired
- Salary Requirement
- List all current licenses and/or areas of certification related to the position.
- List any other training, skills, qualifications related to the position.
- List all office, computer or media equipment that you operate proficiently.
- What interests you about the position for which you are applying?
- What has prepared you for the position for which you are applying?

Click on the ‘SAVE’ button and you will return to the *Application Overview*’ screen

The Diocese of Green Bay Questionnaire header should now have a green check next to it indicating it has been completed.

RESIDENTIAL HISTORY

Click on the ‘Residential History’ button

If you have resided at your current address for more than 7 years, click on the check box provided; then **click on the ‘Return to Application Overview’ button.**

If you have NOT resided at your current address for the past 7 years, **click on the ‘Add Residential History’ button** and you will receive a screen where you can enter information.

When finished, click on the ‘ADD’ button. You will return to the ‘Residential History’ screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the ‘Return to Application Overview’ button.**

The Residential History header should now have a green check next to it indicating it has been completed.

EMPLOYMENT HISTORY**Click on the ‘Employment History’ button**

Click on the check box if you have ‘NO’ employment history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Employment History’ button and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘ADD’ button**. You will be returned to the *Employment History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering employment history information, **click on the ‘Return to Application Overview’ button**

The Employment History header should now have a green check next to it indicating it has been completed.

EDUCATIONAL HISTORY**Click on the ‘Educational History’ button**

At least one entry must be made; **click on the ‘Add Educational History’ button**.

When finished, **click on the ‘ADD’ button**. You will be returned to the *Educational History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering educational history information, **click on the ‘Return to Application Overview’ button**

The Educational History header should now have a green check next to it indicating it has been completed.

VOLUNTEER HISTORY**Click on the ‘Volunteer History’ button**

Click on the check box if you have ‘NO’ volunteer history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Volunteer History’ button and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘ADD’ button**. You will be returned to the *Volunteer History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering volunteer history information, **click on the ‘Return to Application Overview’ button**

The Volunteer History header should now have a green check next to it indicating it has been completed.

REFERENCES MAIN SCREEN**Click on the ‘References’ button**

The ‘References’ screen requires:

- 3 Professional/Civic and 2 Personal references (name [first and last], address, city, state, country, daytime phone and how long the applicant has known this person, and relationship)
- A Professional/Civic reference is a Supervisor for whom you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)

*****DO NOT use FAMILY MEMBERS as References.*****

- All references must be over 18 years of age.
- 5 References must be completed in full.

Click on the ‘Add/Edit’ button to begin entering information. When the fields are complete, **click on the ‘Add’ button** and you will be provided an opportunity to see the data entered. The *Add/Edit* tab is available to correct any errors. When finished with the process of entering all five references, **click on ‘Return to Application Overview’ button**.

The References Main Screen header should now have a green check next to it indicating it has been completed.

DECLARATIONS**Click on the 'Declarations' button**

The 'Declarations' screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to '**Check here to indicate your signature on this form**' and **enter the current date**

After completing all information, **click on the 'Save the Declarations' button.**

The Declarations header should now have a green check next to it indicating it has been completed.

SELECT SITES**Click on the 'Select Sites' button**

The 'Select Sites' screen features your primary Parish/School/RE Program/Agency in 'red'. If you would like your application to be viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, **click on the 'SAVE' button.**

You will be returned to the **Application Overview** screen

THIS IS THE END OF THE ON LINE PRE -EMPLOYMENT APPLICATION PROCESS

On an Employment Application, the 'Submit Application' button will activate when you have completed all forms.

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to the HELP screen information for that section.



Diocese of
Green Bay

**The Office of Safe Environment
can be reached at 920-272-8198
Email officesafeenv@gbdioc.org**

eAppsDB Instructions for Employment Applicants

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of three (3) Professional/Civic references including street, city, state, daytime phone number
- The name of two (2) Personal references including street, city, state, daytime phone number
- Social Security Number

Now you are ready to get started; log on to the Diocese website at www.gbdioc.org

1. With your computer mouse, hover over the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Employment Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘**New User Registration**’ screen.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency sponsoring the job position for which you are applying.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (zero four)
- A choice for ‘type of application’ is required, **click on the box beside ‘Employment’**
- Enter a User ID you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen.
- Enter a password that will be used to access your application in the future. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter the password twice for verification purposes.
- In the ‘Name’ fields, please enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.

The date of birth is required at registration for the purpose of preventing the creation of duplicate applications in the system. On an employment application this information is NOT viewable by the site. This information is locked after completion of the background check screen and is not made available to the user or site.

Once you have completed the requested information, **click the ‘Register’ button.**

You will receive a screen indicating registration has been successful.

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place should you need it to re-access your application in the future.

Click on the ‘[click here](#)’ button to continue. You will return to the ‘Login” screen.

At the ‘**Login**’ screen re-enter your User ID and password and **click the ‘Login’** button to continue.

APPLICATION OVERVIEW

The 'Application Overview' screen provides the following information:

- The status of the application.
- A list of forms required by the organization to be completed.
- The option to view or submit the application.

A red 'X' located by each application form indicates that the form has not been completed.

To get started, click on the 'Main Application' button.

MAIN APPLICATION

The 'Main Application – Pre-Employment' screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for 'second last name' should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

Click on the 'SAVE' button and you will return to the Application Overview screen

The Main Application header should now have a green check next to it indicating it has been completed.

THE 'DIOCESE OF GREEN BAY' QUESTIONNAIRE

Click on the 'Diocese of Green Bay Questionnaire' button

Employment questions:

- Are you at least 18 years of age? (If not, you will be required to obtain a work permit)
- Are you legally eligible for employment in the United States?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to offense, dates, location of court...
- Are you seeking a full or part-time employment?
- Position Desired
- Salary Requirement
- List all current licenses and/or areas of certification related to the position.
- List any other training, skills, qualifications related to the position.
- List all office, computer or media equipment that you operate proficiently.
- What interests you about the position for which you are applying?
- What has prepared you for the position for which you are applying?

Click on the 'SAVE' button and you will return to the 'Application Overview' screen

The Diocese of Green Bay Questionnaire header should now have a green check next to it indicating it has been completed.

RESIDENTIAL HISTORY

Click on the 'Residential History' button

If you have resided at your current address for more than 7 years, click on the check box provided; then **click on the 'Return to Application Overview' button.**

If you have NOT resided at your current address for the past 7 years, **click on the 'Add Residential History' button** and you will receive a screen where you can enter information.

When finished, click on the 'ADD' button. You will return to the 'Residential History' screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the 'Return to Application Overview' button.**

The Residential History header should now have a green check next to it indicating it has been completed.

EMPLOYMENT HISTORY**Click on the ‘Employment History’ button**Click on the check box if you have ‘NO’ employment history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Employment History’ button and you will receive a screen where you may begin to enter information.When finished, **click on the ‘ADD’ button**. You will be returned to the *Employment History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.When finished entering employment history information, **click on the ‘Return to Application Overview’ button***The Employment History header should now have a green check next to it indicating it has been completed.***EDUCATIONAL HISTORY****Click on the ‘Educational History’ button**At least one entry must be made; **click on the ‘Add Educational History’ button**.When finished, **click on the ‘ADD’ button**. You will be returned to the *Educational History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.When finished entering educational history information, **click on the ‘Return to Application Overview’ button***The Educational History header should now have a green check next to it indicating it has been completed.***VOLUNTEER HISTORY****Click on the ‘Volunteer History’ button**Click on the check box if you have ‘NO’ volunteer history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Volunteer History’ button and you will receive a screen where you may begin to enter information.When finished, **click on the ‘ADD’ button**. You will be returned to the *Volunteer History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.When finished entering volunteer history information, **click on the ‘Return to Application Overview’ button***The Volunteer History header should now have a green check next to it indicating it has been completed.***REFERENCES MAIN SCREEN****Click on the ‘References’ button**

The ‘References’ screen requires:

- 3 Professional/Civic and 2 Personal references (name [first and last], address, city, state, country, daytime phone and how long the applicant has known this person, and relationship)
- A Professional/Civic reference is a Supervisor for whom you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)

*****DO NOT use FAMILY MEMBERS as References. *****

- All references must be over 18 years of age.
- 5 References must be completed in full.

Click on the ‘Add/Edit’ button to begin entering information. When the fields are complete, **click on the ‘Add’ button** and you will be provided an opportunity to see the data entered. The *Add/Edit* tab is available to correct any errors. When finished with the process of entering all five references, **click on ‘Return to Application Overview’ button**.*The References Main Screen header should now have a green check next to it indicating it has been completed.*

DECLARATIONSClick on the '*Declarations*' button

The 'Declarations' screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to '**Check here to indicate your signature on this form**' and **enter the current date**

After completing all information, **click on the 'Save the Declarations' button.**

The Declarations header should now have a green check next to it indicating it has been completed.

BACKGROUND CHECKClick on the '*Background Check*' button

The 'Background Check Information' screen requires:

- Are you at least 18 years of age?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does this position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number*
- Driver's license number and renewal date*
- Date of Birth will be indicated; verify it is correct*
- Gender*

Click on the 'SAVE' button

The Background Check header should now have a green check next to it indicating it has been completed.

SELECT SITESClick on the '*Select Sites*' button

The 'Select Sites' screen features your primary Parish/School/RE Program/Agency in 'red'. If you would like your application to be viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, **click on the 'SAVE' button.**

You will be returned to the **Application Overview** screen

THIS IS THE END OF THE ON LINE EMPLOYMENT APPLICATION PROCESS

**On an Employment Application, the '*Submit Application*' button will activate
when you have completed all forms.**

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to the HELP screen information for that section.



**The Office of Safe Environment
can be reached at 920-272-8198
Email officesafeenv@gbdioc.org**



**ACKNOWLEDGEMENT AND AGREEMENT FORM
FOR
PRIESTS, DEACONS, SEMINARIANS
OTHER MINISTERS AND EMPLOYEES**

I acknowledge receipt of “*Our Promise to Protect*” Safe Environment Policy which includes the *Code of Pastoral Conduct* of the Diocese of Green Bay. I agree to adhere to these policies and to follow the *Code of Pastoral Conduct* of the Diocese of Green Bay. Moreover, I understand that such is necessary for me to maintain employment or ministry in this local Church.

I understand that not only am I personally responsible for adhering to all aspects of this policy but I am also responsible for informing appropriate Diocesan representatives if I have any knowledge that another member of the clergy, or seminarian, or other minister or employee has potentially failed to comply with any aspect of this policy.

Further, I understand that the minimum corrective action for failure to comply with OPTP or report someone else who has failed to follow OPTP is a final warning and that there is the potential for loss of employment or restriction of faculties.

Print Name

Date

Signature

“Our Promise to Protect”



Diocese of
Green Bay

SAFE ENVIRONMENT POLICY DIOCESE OF GREEN BAY

eAppsDB Instructions for LoSECs Entering Applications for Pre-Employment/Employment Applicants

Log on to the Diocese website at www.gbdioc.org

- With your computer mouse, hover over the “**Protecting Our Children**” option at the top of the screen.
- Click on “**Background Checks**” and then click on the “**eAppsDB**” link.
- At the ‘Login Page’ of eAppsDB, enter your site administrator User ID and password that was provided to you by the Diocese and **click ‘Login’** to continue.

After successfully logging in to eAppsDB, you will receive the ‘Site Administrator Home Page’ screen.

At the ‘Site Administrator Home Page’, **click on the ‘Create a New Application’ link.**

You will receive the ‘New User Registration’ screen.

All fields on this screen require entry except middle name and email address.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency sponsoring the job position.
- A choice for ‘type of application’ is required, **click on the box beside ‘Pre-employment’ or ‘Employment’**
- In consultation with the Pre-Employment/Employment Applicant, enter a ‘User ID’ that will be used to access this application in the future. Please read the requirements for User ID at the bottom of the registration screen.
- In consultation with Pre-Employment/Employment Applicant, enter a password that will be used to access this application in the future. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter the password twice for verification purposes.
- In the ‘Name’ fields, please enter the name of the Pre-Employment Applicant as it appears on their driver’s license.
- In the ‘Date of Birth’ field, please enter the Pre-Employment/Employment Applicant’s DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.

The date of birth is required at registration for the purpose of preventing the creation of duplicate applications in the system. On a pre-employment application this information is NOT viewable by the site. This information is locked after completion of the background check screen and is not made available to the user or site.

Once you have completed the requested information, **click the ‘Register’ button.**

You will receive a screen indicating registration has been successful.

Click on the ‘click here’ button to continue. You will receive the Application Overview screen

APPLICATION OVERVIEW

The ‘Application Overview’ screen provides the following information:

- The status of the application.
- A list of forms required by your organization to be completed.
- The option to view or submit the application.

A red ‘X’ located by each application form indicates that the form has not been completed.

To get started, click on the ‘Main Application’ button.

MAIN APPLICATION

The ‘Main Application – Pre-Employment/Employment’ screen should feature the Pre-Employee/Employee Candidate’s full name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for ‘second last name’ should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell
- Email address – personal and work (if they can be contacted at work)

Click on the ‘SAVE’ button and you will return to the *Application Overview* screen

The Main Application header should now have a green check next to it indicating it has been completed.

Click on the ‘Diocese of Green Bay Questionnaire’ button

THE DIOCESE OF GREEN BAY QUESTIONNAIRE

Pre-employment/Employment questions:

- Are you at least 18 years of age?
- Are you legally eligible for employment in the United States?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to offense, dates, location of court...
- Are you seeking a full or part-time employment?
- Position
- Salary Requirement
- List all current licenses and/or areas of certification related to the position.
- List any other training, skills, qualifications related to the position.
- List all office, computer or media equipment that you operate proficiently.
- What interests you about the position for which you are applying?
- What has prepared you for the position for which you are applying?

Click on the ‘SAVE’ button and you will return to the ‘*Application Overview*’ screen

The Diocese of Green Bay Questionnaire header should now have a green check next to it indicating it has been completed.

Click on the ‘Residential History’ button

RESIDENTIAL HISTORY

If the Pre-Employment /Employment Applicant has resided at their current address for more than 7 years, click on the check box provided; then **click on the ‘Return to Application Overview’ button.**

If the Pre-Employment/Employment Applicant has NOT resided at their current address for the past 7 years, **click on the ‘Add Residential History’ button** and you receive a screen where you may enter information.

When finished, click on the ‘ADD’ button. You will return to the ‘Residential History’ screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the ‘Return to Application Overview’ button.**

The Residential History header should now have a green check next to it indicating it has been completed.

Click on the ‘Employment History’ button

EMPLOYMENT HISTORY

Click on the check box if the Pre-Employment/Employment Applicant has ‘NO’ employment history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Employment History’ button and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘ADD’ button.** You will be returned to the *Employment History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering employment history information, **click on the ‘Return to Application Overview’ button.**

The Employment History header should now have a green check next to it indicating it has been completed.

Click on the ‘Educational History’ button

EDUCATIONAL HISTORY

At least one entry must be made; **click on the ‘Add Educational History’ button.**

When finished, **click on the ‘ADD’ button.** You will be returned to the *Educational History* screen and provided the opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering educational history information, **click on the ‘Return to Application Overview’ button**

The Educational History header should now have a green check next to it indicating it has been completed.

Click on the ‘Volunteer History’ button**VOLUNTEER HISTORY**

Click on the check box if the Pre-Employment/Employment Applicant has ‘NO’ volunteer history; then **click on the ‘Return to Application Overview’ button**

OR

Click on the ‘Add Volunteer History’ button and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘ADD’ button**. You will be returned to the *Volunteer History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering volunteer history information, **click on the ‘Return to Application Overview’ button**

The Volunteer History header should now have a green check next to it indicating it has been completed.

Click on the ‘References’ button**REFERENCES MAIN SCREEN**

The ‘References’ screen requires:

- 3 Professional/Civic and 2 Personal references (name [first and last], address, city, state, country, daytime phone and how long the applicant has known this person, and relationship)
 - A Professional/Civic reference is a Supervisor for whom the Pre-Employment Applicant has worked for in a professional and/or volunteer capacity.
 - A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)
- ***DO NOT use FAMILY MEMBERS as References. *****
- All references must be over 18 years of age.
 - 5 References must be completed in full.

Click on the ‘Add/Edit’ button to begin entering information. When the fields are complete, **click on the ‘Add’ button** and you will be provided an opportunity to see the data entered. The *‘Add/Edit’* tab is available to correct any errors. When finished with the process of entering all five references, **click on ‘Return to Application Overview’ button**.

The References Main Screen header should now have a green check next to it indicating it has been completed.

Click on the ‘Declarations’ button**DECLARATIONS**

The ‘Declarations’ screen requires you to:

Verify the Pre-Employment/Employment Applicant’s agreement with the organization policies by clicking on the check box next to each statement and Check the signature box and enter the date the Declarations paper form was signed by the Pre-Employment/Employment Applicant

The **‘For Administrator Only’** section will require you as the LoSEC to click on the check box testifying that the Pre-Employee Applicant’s original signed Declarations paper form is on file. Then enter your first and last name.

After completing all information, **click on the ‘Save the Declarations’ button**.

The Declarations header should now have a green check next to it indicating it has been completed.

BACKGROUND CHECK

Click on the **'Background Check' button (for Employment applications ONLY)**

The 'Background Check Information' screen requires you to:

- Verify the applicant is 18 years of age
- Answer if the applicant has ever been convicted of or plead guilty to a misdemeanor or felony
- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does this position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number*
- Date of Birth will be indicated; verify it is correct*
- Gender*

* refers to **REQUIRED** information

Click on the 'SAVE' button

The Background Check header should now have a green check next to it indicating it has been completed.

Click on the 'Select Sites' button

SELECT SITES

The 'Select Sites' screen features your primary Parish/School/RE Program/Agency in 'red'. If the Pre-Employment/Employment Applicant would like their application to be viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, **click on the 'SAVE' button.**

You will be returned to the **Application Overview screen**

On Pre-Employment Applications, the 'Submit Application' button will not activate even though all forms have been completed. If, after an interview, a conditional offer of employment be tendered to this Applicant, you, as the LoSEC, will need to convert the Pre-Employment Application so this Applicant can return to the data base and authorize the background check.

On an Employment Application, the 'Submit Application' button will activate when you have completed all forms.



**The Office of Safe Environment
can be reached at 920-272-8198
Email officesafeenv@gbdioc.org**

Diocese of Green Bay Questionnaire

Are you seeking a full or part time position? * _____

Salary requirement: *(Only required on Pre-Employment Application)* _____

List all current licenses and/or areas of certification related to the position: _____

List any other training, skills, qualifications related to the position: _____

List all office, computer or media equipment that you operate proficiently: _____

What interests you about the position for which you are applying?

What has prepared you for the position for which you are applying?

Residential History

_____ Check here if you have lived in your current residence for longer than 7 years.

If you have lived in your current residence for 7 or more years, please do not complete residential history. You only need to check the box at top of this section.

Beginning Dates* (mm/yyyy)	Ending Dates*	Street Address*	City*	State*/Zip	Country
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				

Employment History

_____ Check here if you have no employment history.

Start with current employer. List all previous employment history for at least the past 10 years.

Dates of Employment* (mm/yyyy)	Company name* and address* (City*, State*, Zip)	Immediate Supervisors name* & Phone Number	Position held*/Job description*	Reason for leaving position*
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Educational History

Educational history should include high school and forward.

Dates* (mm/yyyy) (Start with most recent)	School name* and address* (City*, State*, Zip)	Type of School*	Name of Program or Degree*	Program Completed?*
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Volunteer History

_____ Check here if you have no volunteer history.

Volunteer history should include 3 of your most recent activities.

Dates* (mm/yyyy) (Start with most recent)	Organization* City, State, Zip	Contact*	Contact Phone Number	Position*/Duties*
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

References

A Professional/Civic reference is a reference from a Supervisor you have worked for in a professional and/or volunteer activity.

A Personal reference is a reference from a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)

*****DO NOT use FAMILY MEMBERS as References. *****

All references must be over 18 years of age.

Reference Name* First/Last	Address* (Complete Mailing Address)	Daytime Phone*	How long have you known this Person?*	Relationship?*
Professional/Civic*				
Professional/Civic*				
Professional/Civic*				
Personal*				
Personal*				

Selected Sites

Please indicate the city and the name of any additional parishes/schools with which you would like this application to be registered.

Name of Parish/School/Agency	City/Location

Declarations

The Catholic Diocese of Green Bay (CDGB) appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application process is designed to help us provide the highest quality Catholic programs. We take seriously our responsibility to keep records confidential. This includes, without limitation, the results of investigative reports. If a conditional offer of employment is made, reports prepared under the Fair Credit Reporting Act for the benefit of the Diocese/Catholic parishes/Catholic schools/Catholic agencies will include criminal background checks for all and may include investigative consumer reports. **This does not give the CDGB the authorization to conduct a credit check.** All information relating to the investigative reports will be stored in a secure and locked area.

Please read and initial each of the statements below.

- _____ I understand I can withdraw from the application process at any time.
- _____ I understand that information may be obtained from sources I provided on the application and this information will be held confidentially by the CDGB and its local representative(s) and not revealed to me.
- _____ I understand I have an ethical duty not to disclose confidential information I may come upon during the course of being an employee.
- _____ I agree to observe the CDGB's and any local guidelines/policies pertaining to the programs for which I am applying.
- _____ I understand the CDGB and its local representative(s) take all allegations of abuse seriously. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.
- _____ I understand the CDGB and its local representative(s) cooperate fully with church and civil authorities to investigate all cases of alleged abuse.
- _____ I will notify my parish, school or agency and the CDGB if arrested or charged as well as if convicted.
- _____ I understand that the CDGB is committed to maintaining a safe, healthy and efficient working environment for its employees/volunteers by creating a drug-free and crime-free workplace. I am aware that the CDGB may routinely complete a past employer check, a reference check, a criminal background check, a valid driver's license and driving record test. I agree to provide additional information, including fingerprints, if requested.
- _____ I hereby certify that the answers given by me to the above questions and statements are true and correct. I hereby authorize the employers, schools, and persons named in this application to give any information requested regarding my employability, character, and qualifications and release them from all liability for any damages for issuing this information. It is understood and agreed that any misrepresentation, false statement or omissions by me in the application, will be sufficient reason for rejection of my application or for dismissal at any time during my employment, without liability to the Diocese. I also understand that including extraneous information not requested on this application will be sufficient reason for its rejection. I hereby release the Diocese of Green Bay and any and all persons, business entities and government agencies, whether public or private from any and all liability, claims and/or demands related to the providing of this information.
- _____ I have completely and accurately provided information for all areas of this application. I understand that my failure to do so will disqualify me from consideration.
- _____ By signing my name below, I understand that nothing contained in this application or in the interview process is intended to create an employment contract between the CDGB and me. Should this application result in my employment, I have a right to terminate my employment at anytime and for any reason the CDGB retains a similar right. I further understand that this entire statement applies to the period prior to or after I may be employed.
- _____ My signature indicates that I have read and understand the above stated information within this document and am signing below of my own free will.

Do not sign until you have read and initialed all of the above statements.

Printed Name _____ Signature _____
Date: ____ / ____ / ____

End of the Pre-employment Section

If, after the interview process, a conditional offer of employment is extended, you will be asked to re-access this form in order to complete the remainder of this application.

EMPLOYMENT SECTION

Confidential Background Check Information Application

This section is not to be completed until a conditional offer of employment has been extended or is made

Please note: Information in this section is only used to obtain background checks, which are reviewed by a diocesan official in strictest confidence.

Does the position desired involve routine handling of money or SCRIP?* Yes _____ No _____

Have you changed your name in the past 7 years?* Yes _____ No _____

If yes, what was your previous name? _____

Social Security Number:* _____ - _____ - _____

Driver's License: State _____ Number _____ Renewal date: _____

Date of Birth: Month* _____ Day* _____ Year* _____

Gender:* Male _____ Female _____