



Background and Reference Checks

[*Owner: Office of Human Resources*]

To ensure that individuals who join our organization are well qualified and to ensure that the Diocese maintains a safe and productive work environment, it is policy to conduct pre-employment reference and background checks during the hiring process.

Reference checks include prior employment history, personal references and educational background as well as other relevant information that is reasonably available to the Diocese including requirements of Child and Youth Protection policies. A minimum of three employment references is required prior to an offer of employment being extended.

A criminal background check is to be conducted in conjunction with all offers of employment, contingent on acceptable results, and must be received prior to commencement of employment. Additional checks such as a driving record or credit report may be made on applicants and employees for particular job categories if appropriate and job-related.

All offers of employment are conditioned on receipt of a criminal background check report that is acceptable to the Diocese, although a criminal conviction does not automatically bar an applicant from employment.

All background checks are conducted in conformity with the federal Fair Credit Reporting Act and applicable state law. Information generated in connection with the background check process shall be maintained in a confidential manner and shall only be disclosed in accordance with applicable state and federal law.

The Diocese also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Job applicants and employees will be required to sign authorization and release forms consistent with legal requirements. The Diocese reserves the right to require job applicants and employees to sign the forms as requested as a condition of employment or continued employment.