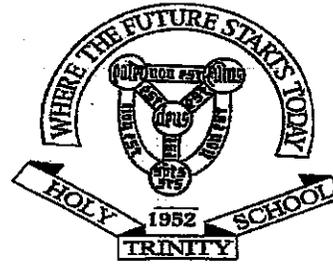


Holy Trinity School

20 Springside Ave.
Poughkeepsie, NY 12603
845-471-0520
Fax: 845-471-0309



Dear Volunteers,

In order to volunteer in the school building the Archdiocese of New York requires everyone who is interacting with our children to participate in the Safe Environment Program. All volunteers must fill out a **Questioner Form**, **Background Check Form** and **Complete the Safe Environment Training** online. Please make sure that you have done this before you volunteer to participate in any school activities.

When completed please return questioner, background check form and safe environment training certificate of completion to the school office.

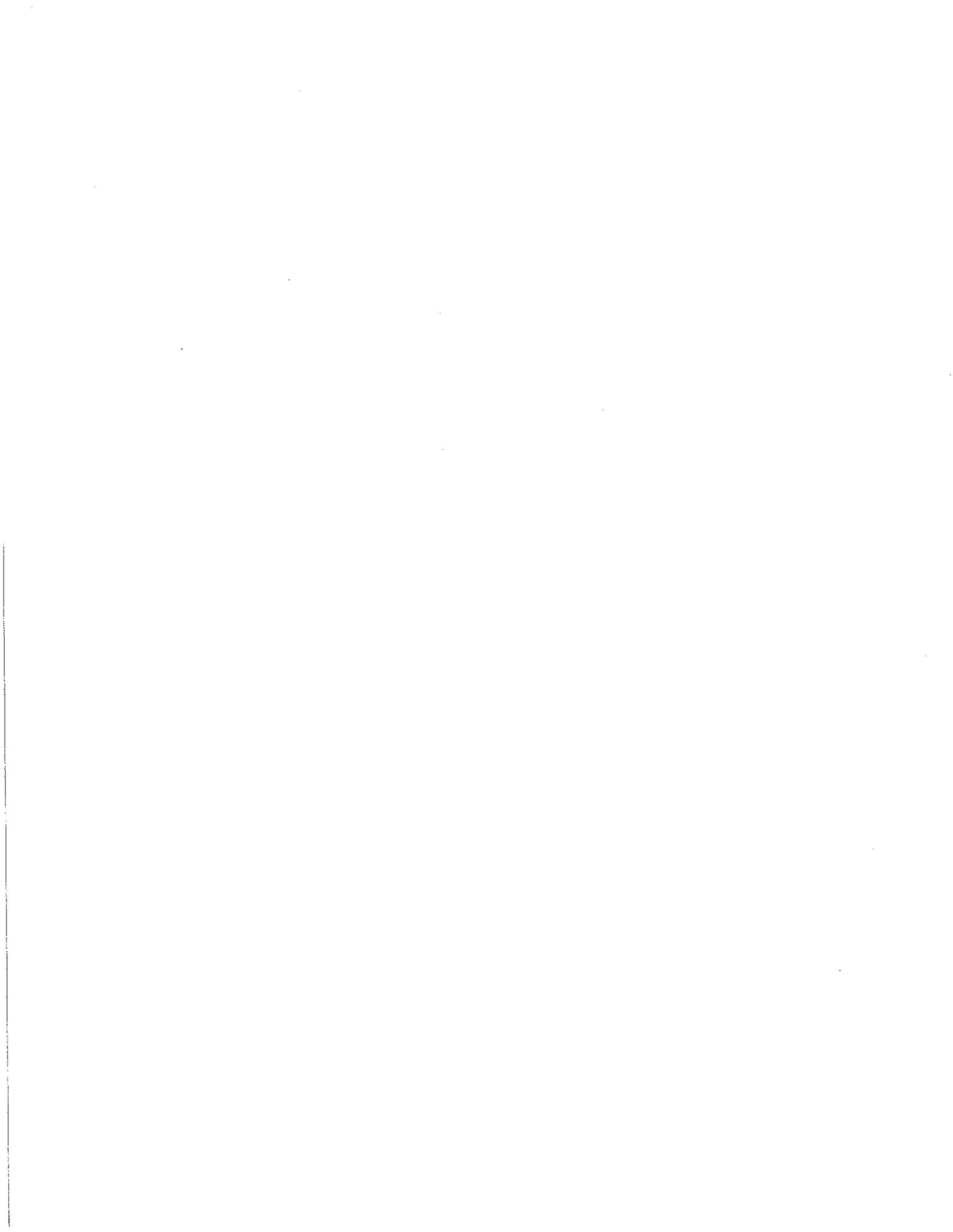
Safe Environment Link : archny.org/online-training

Thank you for your cooperation.

A handwritten signature in black ink, appearing to read "Crawley".

Mrs. Concetta Crawley

Administrative Assistant





SAFE ENVIRONMENT PROGRAM ARCHDIOCESE OF NEW YORK

ARCHDIOCESAN POLICY ON BACKGROUND CHECKS FOR EMPLOYEES & VOLUNTEERS

RATIONALE:

The parishes and programs of the Archdiocese of New York are fully committed to providing the children and youth they serve with an environment that provides excellence in religious and spiritual formation and sensitivity in pastoral care while keeping them safe from those who might harm them. Archdiocesan policy requires a background check for any person who has regular contact with children and/or young people. Failure to allow a background check, or failure to provide all the required information, will mean that you will not be able to work with children and/or young people.

MATERIALS:

Along with this policy you should have received three documents: a “Summary of Your Rights Under the Fair Credit Reporting Act”, an “Authorization & Disclosure for Background Check”, and a copy of Chapter 23-A of the New York State Corrections Law (the provisions of which apply only to prospective employees).

Since the Archdiocese intends to conduct criminal background checks, its policy comes under the jurisdiction of the federal *Fair Credit Reporting Act*. Please read the “Summary of Your Rights Under the Fair Credit Reporting Act” document carefully before doing anything else. This law includes various features that protect you in this process.

Don't be concerned about the word “credit”. **We do not ask for any financial information about you.** The scope of any background check is limited to the following items **only**:

1. Verification of Social Security Number
2. Criminal Records
3. Sexual Offender Registry

If you have any questions about the “Summary of Your Rights Under the Fair Credit Reporting Act” document, please contact the Archdiocesan Safe Environment Program (safe@archny.org, 212-371-1011, x 2810).

PROCEDURE FOR BACKGROUND CHECKS:

The “Authorization & Disclosure” form must be fully completed and returned to the pastor or the administrator of the program in which you will be working. The Archdiocese has agreements with several independent contractors to perform the checks (including but not limited to LexisNexis, First Advantage, and Sterling Infosystems). Persons being considered for employment, employees, and



SAFE ENVIRONMENT PROGRAM

ARCHDIOCESE OF NEW YORK

PROCEDIMIENTO ARQUIDIOCESANO PARA COMPROBAR ANTECEDENTES DE EMPLEADOS Y VOLUNTARIOS

JUSTIFICACION

Las parroquias y los programas de la Arquidiócesis de Nueva York están plenamente comprometidos a proveer a los niños y jóvenes a quienes sirve con un entorno que facilite una excelente formación religiosa y espiritual, y con sensibilidad en el cuidado pastoral, protegiéndolos al mismo tiempo de quienes los puedan perjudicar. De acuerdo con este compromiso, la Arquidiócesis requiere que se realice una comprobación de antecedentes de cualquier persona que esté siendo considerada para un empleo, que esté ya empleada o que sea voluntaria y que, como parte de sus deberes, está regularmente en contacto con menores. Si usted no permite que se realice la comprobación de sus antecedentes, no podrá trabajar con menores.

MATERIALES

Junto a este *Procedimiento*, usted debería haber recibido documentos adicionales:

- Una “Lista de Sus Derechos según la *Fair Credit Reporting Act (FCRA)*”
- Una “Autorización & Declaración para la Comprobación de Antecedentes.”
- Y si usted está siendo considerado para un empleo, una copia del Chapter 23-A de la New York State Corrections Law.

Dado que la Arquidiócesis pretende comprobar antecedentes criminales, este procedimiento entra en la jurisdicción federal de la *Fair Credit Reporting Act (FCRA)*. Por favor, lea cuidadosamente la “Lista de Sus Derechos según la *Fair Credit Reporting Act (FCRA)*” antes de hacer cualquier otra cosa. Esta ley incluye varios puntos que lo protegen en este proceso.

No se preocupe por la palabra “Crédito” en el título de esta ley porque nosotros no pedimos ninguna información financiera suya. El único fin de cualquier comprobación de antecedentes que la Arquidiócesis conduzca se **limita a los siguientes puntos**:

1. Verificación del número de Seguro Social
2. Búsqueda en el registro criminal nacional
3. Búsqueda estatal de ofensas sexuales

Si usted tiene alguna pregunta sobre la “Lista de Sus Derechos según la *Fair Credit Reporting Act (FCRA)*”, por favor contacte al Director Arquidiocesano del Programa para un Entorno Seguro (safe@archny.org - Tel. 212-371-1011 Ext. 2810).

El formulario “Autorización y Declaración” ha de completarse en su totalidad y devolverse al administrador de la institución o programa para el cual usted trabajará.

volunteers are not charged for this service.

Once a background check is completed, the background check contractor sends the results to the Director of the Safe Environment Program.

- If the information falls within the mandate of the *Bishops' Charter* (i.e., it relates to the sexual abuse or minors), the Director of the Safe Environment Program will notify the Archbishop, the Vicar General, the Office of Legal Affairs and the administrator of the program where you work or volunteer. *At the same time the background check contractor makes the same information available to you.*
- If the information does not fall under the *Bishops' Charter*, the Director of the Safe Environment Program will evaluate the information to determine if it suggests a risk to minors. This analysis will be made in a way that is consistent with Federal and New York State law. Your pastor and the administrator of your program are not necessarily informed of any negative information. They will only be informed of serious negative information that may affect your ability to work with children and/or young people.
- Any information that you provide to the Safe Environment Office, your pastor, or the administrator of your program or institution explaining the negative information will be a part of any assessment that is made.
- All matters will be handled with the utmost discretion and professionalism.

Note: Clergy who are coming to the United States from a foreign nation will also be required to consent to a criminal background check from their home country.

QUESTIONS:

Should you have any questions concerning background checks, please contact the Safe Environment Program office:

- E-mail: safe@archny.org
- Telephone: (212) 371-1011, extension 2810.
- Mail: 1011 First Avenue (7th Floor) New York, New York 10022

PROCEDIMIENTO PARA COMPROBAR ANTECEDENTES

La Arquidiócesis tiene acuerdos con varios contratistas independientes para realizar este procedimiento (incluyendo entre otras: LexisNexis, First Advantage, and Sterling Infosystems). No se cobrará nada por este servicio a las personas que estén siendo consideradas para un empleo, a las ya empleadas y a los voluntarios. Para los que aún no están trabajando, la comprobación se realizará durante el proceso de solicitud de empleo, antes de que la persona tenga contacto con menores. El empleo en cualquier posición que tenga contacto con menores está condicionado al resultado de la comprobación de antecedentes. El formulario de "Autorización y Declaración" también otorga a la Arquidiócesis el permiso para obtener nuevas comprobaciones de antecedentes de manera periódica, durante cualquier momento del empleo o servicio que preste la persona. La Arquidiócesis solamente conducirá una nueva comprobación de antecedentes luego de un período de tiempo a partir de la comprobación inicial, o en caso que reciba información sobre algún incidente o una denuncia criminal.

Una vez completada la comprobación de antecedentes, el contratista enviará el resultado al Director del Programa para un Entorno Seguro.

- Si la información recibida encuadra en el mandato del Estatuto de los Obispos para la Protección de Niños y Jóvenes (es decir, si se relaciona con el abuso sexual de menores), el Director del Programa para un Entorno Seguro notificará al Arzobispo, el Vicario General, la Oficina de Asuntos Legales y al administrador del programa donde usted realice el empleo o el voluntariado. Al mismo tiempo el contratista tendrá la misma información disponible para usted.
- Si la información no encuadra en el Estatuto de los Obispos, Director del Programa para un Entorno Seguro la evaluará para determinar si sugiere algún riesgo para menores. Este análisis será realizado de acuerdo a las leyes federales y las del Estado de Nueva York. El administrador responsable de su institución o programa no será necesariamente informado de cualquier información negativa. Solamente se le comunicará la información negativa seria que pueda afectar su capacidad para trabajar con niños o jóvenes.
- Cualquier explicación sobre la información negativa que usted le de a la Oficina para un Entorno Seguro, al administrador de su programa o institución, o a LexisNexis, formará parte del análisis que se realice.
- Todos los asuntos serán tratados con la mayor discreción y profesionalidad.

Note: Clérigos de cualquier otro país que vengan a los Estados Unidos también tendrán que someterse a una comprobación de antecedentes criminales en sus propios países. La Arquidiócesis utilizará otras compañías para realizar estas comprobaciones y los resultados se manejarán en la forma descrita arriba.

PREGUNTAS

Si usted tiene alguna pregunta con relación a la comprobación de antecedentes, por favor diríjase a la Oficina del Programa para un Entorno Seguro:

- Correo electrónico: safe@archny.org
- Teléfono: 212-371-1011, extensión 2810
- Dirección de Correo: 1011 First Avenue, 7th Floor, New York, N.Y. 10022



SAFE ENVIRONMENT PROGRAM

ARCHDIOCESE OF NEW YORK

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. §§1681-1681u (www.ftc.gov/os/statutes/fcra.htm.) The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

-- Over --

Un Resumen de Sus Derechos en Virtud de la Ley de Informe Justo de Crédito

La Ley Federal de Informe Justo de Crédito (*Fair Credit Reporting Act*, FCRA) fomenta la exactitud, justicia y privacidad de la información en los expedientes de las agencias de informe del consumidor. Existen muchos tipos de agencias de informe del consumidor, incluyendo las agencias de crédito (credit bureaus) y las especializadas (como agencias que venden información sobre historial de firma de cheques, expedientes médicos e historial de alquiler). A continuación tiene un breve resumen de sus principales derechos en virtud de la FCRA. **Para más información, incluyendo información sobre derechos adicionales, visite www.ftc.gov/credit/espanol_loans.htm o escriba a: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **Deben notificarle si la información en su expediente se ha utilizado en contra de usted.** Todo aquel que utilice un informe de crédito u otro tipo de informe de consumidor para denegar su solicitud de crédito, seguro o empleo, o para emprender otra acción contra usted, debe informarle y debe darle el nombre, la dirección y el teléfono de la agencia que proporcionó esa información.
- **Tiene derecho a saber lo que está en su expediente.** Puede solicitar y obtener toda la información sobre usted en los archivos de una agencia de informe del consumidor. Deberá proporcionar identificación, que puede incluir su número de Seguro Social. En muchos casos, la divulgación de esta información será gratuita. Tiene derecho a una divulgación gratuita si:
 - una persona ha emprendido una acción adversa contra usted debido a información en su informe de crédito;
 - usted es víctima de un robo de identidad y se coloca una alerta de fraude en su expediente;
 - su expediente contiene información no exacta como resultado de fraude;
 - usted recibe asistencia pública;
 - no está empleado pero anticipa solicitar empleo en 60 días.Asimismo, para septiembre de 2005, todos los consumidores tendrán derecho a una divulgación cada 12 meses si así lo solicitan a cada agencia de crédito nacional y de las agencias nacionales de informe del consumidor especializadas. Para información adicional, visite www.ftc.gov/credit/espanol_loans.htm.
- **Tiene derecho a pedir su puntuación de crédito.** Las puntuaciones de crédito son resúmenes numéricos de su valía de crédito basados en información de las agencias de crédito. Puede solicitar una puntuación de crédito de agencias de informe del consumidor que crean puntuaciones o distribuyen las puntuaciones utilizadas en préstamos de bienes raíces residenciales, pero tendrá que pagar para recibirla. En algunas transacciones hipotecarias, el prestamista le dará gratuitamente información sobre su puntuación de crédito.
- **Tiene derecho a confrontar información incompleta o no exacta.** Si identifica información en su expediente que es incompleta o inexacta, y la reporta a la agencia de informe del consumidor, la agencia debe investigar a menos que su confrontación sea frívola. Visite www.ftc.gov/credit/espanol_loans.htm para una explicación de los procedimientos de confrontación.
- **Las agencias de informe del consumidor deben corregir o eliminar información inexacta, incompleta o no verificable.** La información no exacta, incompleta o no verificable debe ser retirada o corregida, generalmente dentro de 30 días. No obstante, una agencia de informe del consumidor puede seguir reportando información si ha verificado su exactitud.
- **Las agencias de informe del consumidor no pueden reportar información negative atrasada.** En la mayoría de los casos, una agencia de informe del consumidor puede no reportar información negativa ocurrida hace más de siete años, ni quiebras ocurridas hace más de 10 años.
- **El acceso a su expediente es limitado.** Una agencia de informe del consumidor puede proporcionar información sobre usted solamente a personas que realmente la necesiten - generalmente para considerar una solicitud con un acreedor, asegurador, empleador, propietario de vivienda u otro negocio. La FCRA especifica quiénes son las personas que tienen una necesidad válida de acceso.

- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

| FOR QUESTIONS OR CONCERNS REGARDING | PLEASE CONTACT |
|---|---|
| CRAs, creditors and others not listed below | Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761 |
| National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) | Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743 |
| Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks) | Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693 |
| Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name) | Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929 |
| Federal credit unions (words "Federal Credit Union" appear in institution's name) | National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360 |
| State-chartered banks that are not members of the Federal Reserve System | Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC |
| Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission | Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306 |
| Activities subject to the Packers and Stockyards Act, 1921 | Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051 |

- **Debe otorgar su consentimiento para que se envíen sus informes a empleadores.** Una agencia de informe del consumidor no puede dar información sobre usted a su empleador, o a un posible empleador, sin su consentimiento escrito previo otorgado al empleador. El consentimiento escrito generalmente no es requerido en la industria de camiones. Para más información visite www.ftc.gov/credit/espanol_loans.htm.
- **Puede limitar las ofertas “preevaluadas” de crédito y seguro que obtiene basadas en información en su informe de crédito.** Las ofertas “preevaluadas” de crédito y seguro deben incluir un número de teléfono sin cargo al que puede llamar si desea eliminar su nombre y dirección de las listas en las que se basan estas ofertas. Puede optar por no figurar en las listas de las agencias de crédito llamando al 1-888-5-OPTOUT (1-888-567-8888).
- **Puede obtener compensación de los acreedores.** Si una agencia de informe del consumidor, o en algunos casos, un usuario de informes de consumidor o proveedor de información a una agencia de informe del consumidor infringe la FCRA, usted puede presentar un pleito en un tribunal estatal o federal.
- **Las víctimas de robo de identidad y el personal militar en activo tienen derechos adicionales.** Para más información, visite www.ftc.gov/credit/espanol_loans.htm.

Los estados tienen autoridad para hacer cumplir la FCRA, y muchos estados tienen su propia legislación de informe del consumidor. En algunos casos, usted puede tener más derechos en virtud de la ley estatal. Comuníquese con su agencia de protección estatal o local del consumidor o su Fiscal general estatal. Las agencias a nivel federal son:

| TIPO DE NEGOCIO: | CONTACTAR: |
|--|---|
| Agencias de informe del consumidor, acreedores y otros no mencionados abajo | Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761 |
| Bancos nacionales, sucursales/agencias federales de bancos extranjeros (con la palabra “National” o las iniciales “N.A.” en o después del nombre del banco) | Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743 |
| Bancos que pertenecen al Sistema de la Reserva Federal (salvo bancos nacionales, y sucursales/agencias federales de bancos extranjeros) | Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693 |
| Asociaciones de ahorros y cajas de ahorros con acreditación federal (con la palabra “Federal” o las iniciales “F.S.B.” en el nombre de la institución federal) | Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929 |
| Bancos de crédito federales (con las palabras “Federal Credit Union” en el nombre de la institución) | National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360 |
| Bancos acreditados a nivel estatal que no son miembros del Sistema de la Reserva Federal | Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC |
| Transportadores por aire, superficie o ferrocarril regulados por la antigua Junta de Aeronáutica Civil o por la Comisión Interestatal de Comercio | Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306 |
| Actividades sujetas a la Ley de Empacadores y Estibadores de 1921 | Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051 |



SAFE ENVIRONMENT PROGRAM
ARCHDIOCESE OF NEW YORK

SAFE ENVIRONMENT QUESTIONNAIRE

FOR ALL PERSONS WORKING WITH MINORS

All applicants, both for paid and volunteer positions, who will be in regular contact with minors must complete this questionnaire.

1. Name: _____
(Please print) Last First Middle Maiden

2. Address: _____

Home Phone: _____

3. Position Sought: _____

4. Current or Last Employer: _____

Address: _____

Supervisor's Name: _____ Phone No.: _____

5. List all paid and volunteer positions involving work with or around minors you have held, either with Church or non-Church organizations (e.g., Boy Scout leader, religious education instructor, youth minister, coach, etc.). Include dates of service and the names of sponsoring organizations.

6. Give the names and contact information of two personal references and their relationship to you (please note: these persons may be contacted by the Archdiocesan institution you are seeking to work for). If you already provided references in an application for employment, you do not have to supply them here.



SAFE ENVIRONMENT PROGRAM
ARCHDIOCESE OF NEW YORK

CUESTIONARIO PARA TODAS LAS PERSONAS
QUE TRABAJEN CON MENORES

Todos aquellos candidatos a cubrir un puesto, remunerado o voluntario, que los ponga regularmente en contacto con menores, deben completar este cuestionario.

1. Nombre: _____
(En imprenta) Apellido Nombres Apellido de Soltera

2. Domicilio: _____
Teléfono de la casa _____

3. Puesto a cubrir: _____

4. Ultimo/ Actual empleador: _____

Dirección del empleador: _____

Nombre del supervisor: _____ Teléfono: _____

5. Enumere todos los puestos remunerados y voluntarios en los que ha trabajado con menores o cerca de menores, ya sea dentro o fuera de una organización de la Iglesia (por ejemplo, líder de los Boy Scouts, catequista, entrenador, etc.). Incluya las fechas de servicio y los nombres de las organizaciones.

6. Provea dos referencias personales, sus nombres e información para poderlos contactar y la relación que tengan con usted (estas personas pueden ser llamadas por la agencia arquidiocesana en la que usted está buscando trabajo).

If the answers to any of the following questions is “yes”, please explain on a separate sheet:

7. Have you ever been convicted of a crime? (Please note that the Archdiocese will comply with all relevant federal, state and local laws regarding the use of information about criminal convictions for employment purposes) _____
8. Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse of any kind? _____
9. Have you ever been terminated or disciplined in your employment for reasons relating to allegations of physical abuse or sexual misconduct by you? _____
10. Have you ever been accused of or investigated for an act of sexual abuse or harassment of any kind?

I hereby certify that the information I have provided in the Safe Environment Questionnaire, and any attached documents, is complete, true, and correct to the best of my knowledge.

I understand that it is my responsibility to comply fully with the Safe Environment Requirements of the Archdiocese of New York within 45 days of commencing my service with an Archdiocesan institution. I understand that these requirements include submitting to a background check and completing the appropriate Safe Environment Training program. I also understand that full compliance with these requirements is a condition of any volunteer service or employment with an Archdiocesan institution that involves regular contact with minors, and that failure to comply will result in my being barred from any contact with minors in any Archdiocesan institution.

I further acknowledge that I have received the Summary of the Archdiocese of New York’s Policy on Sexual Misconduct and the Code of Conduct. I understand their meaning, and agree to conduct myself in accordance with their terms. I acknowledge that the Policy is not intended to create any contractual obligations, express or implied, on the part of the Archdiocese of New York or its affiliated entities.

Signed

Date

Si la respuesta a cualquiera de las siguientes preguntas es “sí”, por favor explíquela en otra hoja de papel :

7. Alguna vez se ha presentado alguna denuncia civil o criminal contra usted, alegando cualquier clase de negligencia o abuso de un menor? _____

8. Ha sido usted despedido o sancionado en su trabajo debido a alguna denuncia de abuso físico o conducta sexual prohibida? _____

9. Ha sido usted alguna vez acusado o investigado por un acto de abuso sexual o abuso de alguna otra clase? _____

Certifico que la información que he dado en el Cuestionario del Programa para un entorno seguro (*Safe Environment Program*) y los documentos adjuntos son, según mi conocimiento, completos, verdaderos y correctos.

Entiendo que es mi responsabilidad el completar los Requerimientos de la Arquidiócesis de Nueva York sobre un entorno seguro en su totalidad dentro de los 45 días de comenzados mis servicios en unaa agencia arquidiocesana. Entiendo que estos requerimientos incluyen una investigación de mis antecedentes, a la cual me submito, y una completa participación en el Programa de entrenamiento para un entorno seguro (*Safe Environment Training Program*). También entiendo que el cumplimiento de estos requerimientos es una condición para el servicio voluntario o empleo en la institución o agencia arquidiocesana que esté regularmente en contacto con menores, y que la falta de cumplimiento resultará en la prohibición de cualquier contacto con menores en cualquier institución arquidiocesana.

Acuso recibo de que me han sido dados el Sumario de las Directivas de la Arquidiócesis de Nueva York sobre conducta sexual prohibida y el Código de conducta. Entiendo su significado y estoy de acuerdo en conducirme según sus términos. Más aún, entiendo que las Directivas no crean ninguna obligación contractual, expresa o implícita, para la Arquidiócesis de Nueva York o sus entidades afiliadas.

Firma

Fecha

Addendum

If the answers to any of the following questions is “yes”, please explain on a separate sheet:

1. Have you ever been convicted of a crime? (Please note that the Archdiocese will comply with all relevant federal, state and local laws regarding the use of information about criminal convictions for employment purposes) _____
2. Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse of any kind? _____
3. Have you ever been terminated or disciplined in your employment for reasons relating to allegations of physical abuse or sexual misconduct by you? _____
4. Have you ever been accused of or investigated for an act of sexual abuse or harassment of any kind? _____

I hereby certify that the information I have provided in this document, and any attached documents, is complete, true, and correct to the best of my knowledge. I also agree that if any event occurs that would change the answers given above, I will report that immediately to my supervisor.

I understand that it is my responsibility to comply fully with the Safe Environment Requirements of the Archdiocese of New York within 45 days of commencing my service with an Archdiocesan institution. I understand that these requirements include submitting to a background check and completing the appropriate Safe Environment Training program. I also understand that full compliance with these requirements is a condition of any volunteer service or employment with an Archdiocesan institution that involves regular contact with minors, and that failure to comply will result in my being barred from any contact with minors in any Archdiocesan institution.

I further acknowledge that I have received the Summary of the Archdiocese of New York’s Policy on Sexual Misconduct and the Code of Conduct. I understand their meaning, and agree to conduct myself in accordance with their terms. I acknowledge that the Policy is not intended to create any contractual obligations, express or implied, on the part of the Archdiocese of New York or its affiliated entities.

Signed

Date



AUTHORIZATION & DISCLOSURE FOR BACKGROUND CHECK

I have read the *Archdiocesan Policy on Background Checks* and "A Summary of Your Rights Under the Fair Credit Reporting Act," understand my rights as outlined in that document and, in connection with my work with children or youth in the Archdiocese of New York, authorize the agency where I am applying or currently serve in the Archdiocese, its affiliates, agents, and independent contractors, to make the following background checks during the application/screening process and during the course of my employment/service: criminal history, sex offender registration, and social security number verification.

Further, the information received in connection with this background checks is strictly confidential and will not be released except to the personnel specified in the *Archdiocesan Policy on Background Checks*. Unless I so authorize in writing, the Archdiocese and its independent contractors will not disclose or distribute the information generated from the background checks listed above.

Law enforcement, judicial, and governmental agencies are authorized to release all written information about me in connection with the above-authorized background checks. To the extent permitted by law I release all individuals, companies, corporations and agencies from any and all liability, claims, and or damages relating to the above-authorized background checks.

The following information is true and correct to the best of my knowledge: **[PRINT CLEARLY]**

Parish/Institution Name _____ City _____ Institution # _____

Check ONLY ONE box – for the program you facilitate the most at the Parish/Institution that you listed above :

- | | | |
|--|--|---|
| <input type="checkbox"/> Parish | <input type="checkbox"/> Misc | <input type="checkbox"/> Pre-School (stand alone) |
| <input type="checkbox"/> Religious Education | <input type="checkbox"/> High School Boys | <input type="checkbox"/> CYO-Sports |
| <input type="checkbox"/> Elementary School | <input type="checkbox"/> High School Girls | |
| <input type="checkbox"/> Agency | <input type="checkbox"/> High School Co-Ed | |

Write your Position in the above program (e.g., Administrative/Secretary, Catechist, Teacher, Teacher's Aide, CYO-Basketball):

Check ONLY ONE box: Employee Volunteer Clergy-Diocesan Clergy-Extern Clergy-Relig Order

Legal Name: _____
 Prefix (e.g. Mr, Mrs, Ms) First Middle Last Suffix

Other name used (e.g., nickname, maiden name, religious name, or divorced name) _____

Current Address (NO PO Boxes) _____ Apt _____ City _____ State _____ Zip _____

Prior Address (NO PO Boxes) _____ Apt _____ City _____ State _____ Zip _____

Date of Birth*
 Month Day Year

*Date of Birth is **REQUIRED**; information is used for identification purposes only. Age is in no way used as a qualification for employment or volunteer service.

Social Security# (U.S. Issued Only): - -

SSN is **REQUIRED; If the individual is a foreign citizen and does not have an SSN, leave blank & attach a government issued picture ID to this form.

Daytime Telephone Number: (_____) - _____
 Area Code Number

Signature: _____ Date: _____

Parent's Signature (for minors): _____

| |
|----------------------------|
| For Office Use Only |
| Received: ___/___/___ |
| Entered: ___/___/___ |

**Safe Environment
Online Training**

www.archny.org

***Education**

*** Safe Environment**

Online 'safer Spaces' training

**When complete please print certificate
and return completed packet to school**