

SEAS SCHOOL COMPLIANCE APPLICATION PROCESS

The Diocese of Tucson Under the leadership of Bishop James Misko is committed to protecting our church community against all forms of abuse to ensure the safety of children, adolescents, and vulnerable adults who have been entrusted to our care in our parishes, school religious education classes, and other church programs. All employees and all volunteers are classified as High Risk and must complete all three (3) segments of the Safe Environment Program (SEP):

- a. **Applicant Tracking and Screening.** The Application must be reviewed and processed within six (6) months of the submission date. A new application is required to be submitted if the original application was not processed in a timely manner.
- b. **Safe Environment Training.** When the Application is completed an invitation email will be sent to the applicant by the Diocese of Tucson to register and complete the CMG 3-in1 System. The applicant has seven (7) days to complete the process in CMG. This training is good for three (3) years.
- c. **Criminal History, Background Checks and Fingerprints.** All employees and volunteers must complete a criminal history check, background check (Credit, MVR, etc.), and fingerprint card before starting employment or volunteer service, the Diocese will send an email with instructions to complete the AZ DPS Digital Fingerprint Process. **Possession of an Arizona DPS Level I Clearance Card does not meet Diocesan Fingerprint requirements.**

HOW TO APPLY ONLINE:

Go to <https://diocesetucson.org/human-resources/employment-opportunities/?qnk=job&gni=8a7883d06024f77d016028f36f655c13&lang=en>

1. Confirm that it reads:
Position: Volunteer
Location: St. Elizabeth Ann Seton School (PK-8) – Tucson, AZ
2. Click "**Apply for this Position**".
3. Please **complete** the fields with a **red asterisk (*)**. The option to submit a resume is available below but not required when applying for a volunteer position. It's important to note that the Diocese does not permit family members as reference.
4. Click **Submit**.

This process takes from 20 to 30 days, depending on how quickly you respond to the requirements set by the Diocese. You will receive an email from the Diocese with the next steps, so please be sure to check your email regularly.

Since parishes, independent school and other Catholic entities are separately incorporated and for liability purposes, a new application is required for each corporation.

Thank you so much for your interest in volunteering at SEAS. We appreciate your time, talent and energy!

If you have any questions, please email mbreda@diocesetucson.org