DIOCESE OF AMARILLO

Safe Environment Office

PROCEDURES TO FOLLOW WITH NEW APPLICANTS FOR EMPLOYMENT
Or Volunteer Work

Per the Diocesan Safe Environment policy under APPENDIX I
Applicant Requirements are:

I-1   Safe Environment Requirements for all Applicants:

All new Applicants for positions with an "Institution", whether paid or volunteer, whose position or duties would place them in regular contact with minors, must fully comply with the following Safe Environment requirements:

a. Complete the Personnel Screening Process (i.e., complete the VIRTUS Safe Environment Application and submit to a background check).
   i. Application is to be completed on-line no less than three (3) working days prior to assignment begin date.
   ii. Church Personnel must be cleared prior to position commencement and
   iii. Acknowledge receipt of the Diocesan Policy - Relating to Sexual Misconduct, the appropriate Code of Conduct, and the Declarations Form.
b. Complete the Safe Environment Training appropriate to their position within 45 days.

If any Church Personnel of the Diocese/Institution fail to satisfy the Safe Environment requirements within the appropriate time period, they may not come into contact with minors in any program or activity in Institutions, until such time as they are in full compliance.

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- Please visit the Virtus website: www.virtusonline.org
- If **new** to Virtus, click on <u>FIRST-TIME REGISTRANT</u> and follow instructions.
- If an account already exists, log-in and update the account.
- If log in information is needed, click on: <u>I NEED LOGIN HELP</u> and follow instructions.
- Once the background check is complete and you electronically sign the required documents, (Safe Environment Policy, Declarations and Code of Conduct) choose a Training Session date to be completed with-in 45 days.

-If there are no Sessions available, keep checking your account for when one becomes available-

Contact the Safe Environment Office if you have questions or need help:
806-383-2243 ext. 116 or email: avillegas@dioama.org