

Instructions

THE 4 STEPS TO COMPLETING A BACKGROUND CHECK

STEP 1, Page 1: Certification

STEP 2, Page 2: Authorization to Conduct the Background Check

STEP 3, Page 3: Completion of the Background Search Form

STEP 4, Page 4: Completion of the Illinois Department of Children and Family Services, Child Abuse and Neglect Tracking System (CANTS) form

When you have completed the Certification, page 1, Authorization, page 2, the Background Search form, page 3 and the DCFS CANTS form, please return all to your training program facilitator, or the designated person at your school or parish.

Thank you for your willingness to serve the Church in the Diocese of Springfield in Illinois.

God bless you.



Certification

Policies §100, §1100, and §1200, covering respectively Clerical, Candidates in Formation, and Lay Employees and Volunteers Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Procedures for Determination of Fitness for Ministry, Employment, or Volunteer Service

STEP 1 – Certification - Complete all 5 items on this page.

1. Please Print:

Name _____
Legal Last Legal First MI

2. Please check all roles that apply to you within the diocese:

Role	Description
<input type="checkbox"/> Deacon	Deacon ordained in the diocese
<input type="checkbox"/> Deaconate Program	Deacon Aspirant or Deacon Candidate
<input type="checkbox"/> Diocesan Employee	Employed at the Catholic Pastoral Center, Calvary Cemetery, Villa Maria, Catholic Charities, Catholic Children’s Home, Newman Centers
<input type="checkbox"/> Paid School Educator	Employed full-time, part-time or as a certified teacher or substitute teacher, principal or assistant principal in a catholic school in the diocese
<input type="checkbox"/> Parish Employee	Employed at the parish/school (excluding teachers principals & Assistant Principals
<input type="checkbox"/> Priest	Priest incardinated in the diocese or granted the faculties of the diocese.
<input type="checkbox"/> Paid School Staff	Employed at the school (secretary, maintenance, housekeeping, nurse, cook, counselor, etc.)
<input type="checkbox"/> Seminarian	Candidate for ordination in the diocese
<input type="checkbox"/> Volunteer	Volunteer for the parish/school, or agencies in the diocese including parish school of religion teachers, coach, teacher aid, room mother, playground supervisor, ministries of the liturgy, volunteers in any parish activities.

3. _____
Parish, School Agency, or Institution for Employment or Volunteer Position

4. _____
City Institute is Located

5. **Certification** Please **initial** each of the following statements and sign and date the certification.

_____ I hereby certify that I have not been convicted of committing, attempting to commit, or conspiracy to commit, any crime, whether a felony or a misdemeanor, in the areas of juvenile prostitution or pimping, obscenity, child pornography, sexual assault, sexual abuse, child exploitation, the cannabis control act, the controlled substance act, a crime of violence, or any other crime where the victim was under the age of eighteen at the time of the offense.

_____ I hereby certify that I have not been convicted of any crime, whether of any other state, of the United States or against the laws of any other jurisdiction, which would have been punishable as one or more of the above crimes.

_____ I hereby certify and agree to notify the diocese if arrested for crimes listed above.

_____ I hereby certify that I understand the *Policies §100, §1100, and, §1200, covering respectively, Clerical, Candidates in Formation, and Lay Employees and Volunteers Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Procedures, for Determination of Fitness for Ministry, Employment or Volunteer Service*, in the Diocese of Springfield in Illinois and I agree to adhere thereto.

_____ I hereby certify that I understand the diocesan code of conduct as set forth in the Policy on *Working with Minors* and I agree to adhere thereto.

_____ I understand that any false statement or certification herein will be grounds for immediate termination from employment or volunteer position or may prevent me from obtaining an employment or volunteer position.

6. _____
Signature

7. _____
Date

STEP 2 - Authorization (Please read and sign this form where indicated. Your written authorization is necessary for completion of the background search process.)

In all ministries, programs and employment we are committed to assure a safe place for our children and young people, and vulnerable adults who may be at risk due to infirmity or disability. Accordingly, the Diocese of Springfield in Illinois mandates that criminal history checks be conducted on all, applicants in serious consideration for employment, employees and all volunteers (§1206, *Policy for Lay Employees and Volunteers Sexual Abuse of Minors*). Other background checks such as driving records may be conducted on select applicants in consideration, employees or volunteers where the employment or volunteer position include the responsibilities of operating vehicles in the employment or volunteer position.

Please Note:

- a. According to the Fair Credit Reporting Act, (FCRA) we must have your written authorization to conduct a background check. Please give your authorization by signing this Authorization.
- b. The following are the background searches:
 - i. National Database of Criminal Histories
 - ii. National Sex Offender Registry
 - iii. Violent Offender Against Youth Registry
 - iv. Department of Homeland Security (automatic check required of background search firms by the Department of Homeland Security)
 - v. Illinois Department of Children and Family Services Child Abuse and Neglect Tracking System (CANTS)
 - vi. Other State Child Protective Tracking systems when applicable.
- c. If you do not sign the form and provide all required information, we will not be able to conduct the background check, and we will not be able to place or retain you in an employment or volunteer position.
- d. Information received through the background check process is strictly confidential. The information you provide will be used only for legitimate employment or volunteer placement purposes and will not be sold or distributed for other reasons.
- e. Records found that might influence a decision to not place, or retain you in an employment, or volunteer position will be communicated to you as required by the FCRA. You will also be able to obtain a copy of the record or other documentation we receive and contact information for the reporting agency that provided the report. You will have an opportunity to correct any inaccuracies or discrepancies in the report.
- f. You may find a *Summary of Your Rights Under the Fair Credit Reporting Act*, prepared by the U.S. Federal Trade Commission on their website. You will receive a copy of the summary of rights if we notify you that we have found a negative report that might cause you to not be placed in an employment or volunteer position or to not retain you in an employment or volunteer position.

Thank you for your cooperation in this important program and for your desire to be employed with us or provide volunteer services. By your completion of this form you can help us ensure the safety of children and vulnerable adults within our schools, churches, agencies, and institutions within the diocese.

I understand that investigative inquiries into my background are to be made to access my suitability for employment or volunteer placement or continuation in an employment or volunteer position. By signing below, I authorize the Diocese of Springfield in Illinois, (Diocese), or its affiliate organizations or representatives to verify any of the information I have provided and conduct a check of records and/or references with the appropriate individuals and/or organizations. I authorize any of them to release such information as the Diocese or its affiliate organizations require, without any obligation to give me written notice of such disclosure. I hereby release the Diocese or its affiliate organizations or representatives from any liability whatsoever because of inquiries or disclosures related to my background or character. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting background investigations.

2. _____
Signature

3. ____/____/____
Date

Please complete STEP 3, the Background Search form on page 3



Please check box if renewal for an educator or school employee

CFS 689
Rev 7/2012

State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: -- -- Gender: Male Female Race: _____

Current Address: _____
Street/Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

_____	_____
_____	_____
_____	_____
_____	_____

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Submit by mail OR fax OR email.
Mail to: Department of Children and Family Services 406 E. Monroe – Station # 30 Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

Signed Date

Please type, use bold letters or label:

1-888-927-4141 (Submitting Agency Fax Number)

asmith@dio.org (Submitting Email Address)

DIOCESE OF SPRINGFIELD IN ILLINOIS, SAFE ENVIRONMENT OFFICE (Agency Name)

ALISON SMITH (Contact Person)

1615 WEST WASHINGTON (Address)

SPRINGFIELD, IL 62702 (City/State/Zip)