



# DIocese OF BAKER

PASTORAL OFFICE  
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www.dioceseofbaker.org

(updated December 5, 2017)

## A Note to the Employees and Volunteers of the Diocese of Baker

The Bishop, priests, deacons, and people of the Diocese of Baker are enormously grateful for your generous service to the Church. You serve with great dedication and make significant sacrifices to serve the Church well.

The *Diocesan Statutes for the Protection of Children and Young People*, updated by Most Rev. Liam Cary in January, 2012, requires that “all current and future personnel, including clerics, members of religious orders, lay employees and volunteers, who in any manner have access to children or young people shall submit to a background check to ensure that no past reported events which could pose a future risk to children are present” (*Statutes*, page 6). Such a requirement is not a judgment that employees and volunteers are not trustworthy but does give adequate reassurance that every reasonable precaution has been taken to ensure the safety and protection of children as they participate in the life of the Church.

Thank you for your willingness to cooperate in this necessary process. Please know that you are participating in the work of the Diocese to make a “strong first step which will begin the journey in the Diocese of Baker towards a future of genuine proactive care for children and the elimination of child abuse from our society” (*Statutes*, page 11).

### EMPLOYEE/VOLUNTEER BACKGROUND CHECK REQUEST DIocese OF BAKER

Date of Request: \_\_\_\_\_

Requested by: \_\_\_\_\_ Location: \_\_\_\_\_

*Parish or School*

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please conduct a background check on the following individual who is employed by or volunteers for this parish. I understand that my parish or school will be responsible for the fee to process this background check.

\_\_\_\_\_  
*Signature of Pastor, Administrator, or Principal*

Please send completed form to:  
Diocese of Baker  
641 SW Umatilla Ave  
Redmond, OR 97756

Or:

Fax to:  
Diocese of Baker  
541-388-2566  
We will invoice monthly for cost.

**This section to be completed by the employee/volunteer. (Please print legibly, in black ink.)**

The Diocese of Baker requires that all employees and volunteers of diocesan parishes that will have any involvement with children undergo a background check. Each employee or volunteer is responsible for notifying the Diocese or Parish of any changes to the information given below. The Diocese of Baker reserves the right to decline accepting the services of an individual or to withdraw an individual from service whenever, in the judgment of authorized church administrators, it is in the best interest of the Diocese to do so.

**Staff/Volunteer Position:**

**School Employee (paid):**  Administrative  Principal  Teacher  Other: \_\_\_\_\_

**Parish Employee (paid):**  Parish Staff  DRE  Youth Minister  Other: \_\_\_\_\_

**Volunteer (not paid):**  School  Parish  Children's RE  Youth Ministry  Other: \_\_\_\_\_

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Other names used and dates of name changes (include maiden name):  
\_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issuing Driver's License: \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

*If you have lived in a state other than Oregon in the past 10 years, please list the following information, including the years in which you lived there. Please continue on a separate sheet of paper if more room is needed.*

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

State: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ Years: \_\_\_\_\_ to \_\_\_\_\_

Have you been convicted of a criminal offense? Yes \_\_\_\_ No \_\_\_\_ If yes, state offense and date of conviction.  
\_\_\_\_\_

Have you ever been charged with a criminal offense involving children? Yes \_\_\_\_ No \_\_\_\_ If yes, give details:  
\_\_\_\_\_

## AUTHORIZATION

I understand that, in connection with my employment and/or volunteer service, a background check will be done that may include information regarding my driving records and court records (both civil and criminal). This information will come from public sources.

I understand that, if I continue to be employed by or volunteer for the Diocese of Baker or one of the parishes or schools of the diocese, this background check authorization will be kept on file, along with information produced by the background check.

I hereby release and discharge to the extent permitted by law, the Diocese of Baker and the parish, school, or other church entity for which I serve, those with proper authority to review the background information, and the individual or agency obtaining information for the Diocese of Baker or other church entity, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving of information in connection with this background investigation.

According to the Fair Credit Reporting Act, I am entitled to know if an adverse employment/ volunteer decision is made based on information obtained from an investigative report and to receive, upon written request (made within 60 days of the date of the decision), a disclosure of the nature and scope of any investigative report.

I have read, understand and consent to the above. I further authorize that a photographic copy or telephonic facsimile of this document shall be valid for the next 90 days.

My signature below certifies that all information I have provided in connection with this background investigation is true, accurate and complete to the best of my knowledge.

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*Signature of Employee/Volunteer*

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*Date*