

Diocese of Winona-Rochester

NEW HIRE **EMPLOYEE** SAFE ENVIRONMENT CHECKLIST

EMPLOYEE'S NAME: _____

Date of hire: _____

BACKGROUND CHECK

- S2Verify Consent Form (must be signed before the check can be run).
 - Run background check through S2Verify. Should be run before job offer extended.
 1. Date run: _____
 2. Re-run date: _____ Re-run every five-years; must sign a new consent form.
 3. Record date on individuals VIRTUS profile. (S2Verify – Employee/Volunteer)
 - **SCHOOLS ONLY** Run background check through Minnesota Bureau of Criminal Apprehension (BCA). This is a Minnesota state law. Only run once at time of hiring. (There are two forms to complete.)
 1. MN BCA Background Check Consent Form fee to run \$8, payable to MN BCA
 2. Informed Consent Release of Predatory Offender Registration (POR) Data, no fee and can only be sent with form in #1.
 - Date forms mailed: _____
 - Completed data receive back from MN BCA: _____
 - Record complete date on individuals VIRTUS profile. (State of Minnesota: Criminal Background Check)
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VIRTUS ONLINE TRAINING & RECERTIFICATON

- Complete VIRTUS Online training “**Protecting God’s Children® Online Awareness Session 4.0**” offered in English and Spanish (recertify every 5-years).
 1. Training date: _____
 2. Recertification date: _____ (five years online recertification training will be assigned).
 - Assign VIRTUS Monthly training bulletins.
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DIOCESE OF WINONA-ROCHESTER CODE OF CONDUCT

- Give to Employee the Diocese of Winona-Rochester Employee Code of Conduct. Have them sign the last page and file in employee personnel file.