

Section VI - School Employees (Teacher, Principal, School Staff)

& Substitute Teacher (Age 18 and Over)

Checklist

Receives the *Policy on Working with Minors* and the *Policy on Sexual Abuse of Minors by Church Personnel* (available @ www.dio.org - Safe Environment Tab/Diocesan Policies)

Receives and completes *the appropriate Fingerprint Document*)

Submits to an Electronic Fingerprint process using one of the vendor services recommended by the Office for Human Resources

1) **Teacher/Principal** – Completes the Teacher/Principal Application and signs Reference form (available @ OCE.dio.org OCE Forms and Information Tab, Teacher Employment)

2) **All Other School Employees** - Complete the Employment Application and signs Reference form (Available @ www.dio.org – Safe Environment tab, Forms and Documents).

Principal or authorized school representative completes the Reference form contacting places of former employment to obtain needed reference information.

Attends the Protecting God's Children for Adults training (Training Schedule available @ www.dio.org Safe Environment tab/Training Information)

Continues ongoing education by completing the Virtus Online Bulletins (registration and bulletins available at www.virtusonline.org)

For more information about the forms, process or any other information on this checklist please contact the Office for Human Resources @ 217-698-8500 **Fax:** 1-888-927-4141

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