



Diocese of Steubenville  
Safe Environment Program

## ***SUPERVISOR'S CHECKLIST FOR EMPLOYEES***

Checklist for Hiring **Employees** Having Contact with Children  
and Complying with the *Decree on Child Protection*

NAME OF APPLICANT: \_\_\_\_\_

*This checklist is to be completed and kept in the applicant's file at the parish, school or other institution of the Diocese of Steubenville in which the applicant is employed.*

- References from three sources given by the applicant:
  - Two from previous employers.
  - One personal reference.
  - NOTICE: A reference from a close friend or relative is not acceptable.
- Supervisor has spoken with references and verified employment history.
- The applicant has completed the Applicant's Certification Form.
- The applicant's name has been submitted to the Vicar General's Office for verification that his or her name is not listed on the register (see B.4 Policy of the Decree).
- The applicant has completed FBI and BCI acceptable criminal background checks through fingerprinting in accord with the current policies of the Diocese.
  - **The applicant may not have contact with children until acceptable background checks through fingerprinting are completed.** The supervisor is to send the name(s) of the applicant(s) to the chancery prior to the background checks.
- The applicant has attended an orientation workshop on the *Decree on Child Protection* and the *Safe Environment Program*.
- The applicant has signed the Code of Conduct.

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_