

*St. Joseph the Worker School*

**Checklist for School Employee/Vendor**

**Please use this checklist to complete the process of paperwork that is required in order to be an employee at St. Joseph the Worker. All items must be complete before submitting to, Liz Castro, Safe Environment Assistant.**

DOA = Diocese of Allentown

**\*\*All potential school employees must provide all three of background check clearances at the time of their interview. \*\***

- \_\_\_\_\_ 1. FBI Fingerprints - Submit a FBI Criminal Background Fingerprint Check (dated within 1 year of submission), OR Must obtain their own at <https://uenroll.identogo.com> (Employee must enter service code: 1KG6TR) **\*New Diocesan Policy 1/1/2018**
- \_\_\_\_\_ 2. PA State Police Criminal Record Check (PATCH) - Select Employee Option (dated within 1 year of submission)
- \_\_\_\_\_ 3. PA Child Abuse History Clearance -Select Employee Option (less than (5) years old)

**\*\*Once hired, employee must have completed the following clearances before their start date. \*\***

- \_\_\_\_\_ 4. Certificate from Mandated Reporting Training (less than (5) years old)
- \_\_\_\_\_ 5. Signed Acknowledgement Form for DOA Sexual Abuse Policy (dated no later than May 14, 2015)
- \_\_\_\_\_ 6. Signed Acknowledgement Form for DOA Code of Conduct (dated no later than May 14, 2015)
- \_\_\_\_\_ 7. Protecting God’s Children Attendance Certificate (*only needs to be attended once*)
- \_\_\_\_\_ 8. Acknowledgement Form for Child Protective Services Law Policy **\*New Diocesan Policy 1/1/2018**
- \_\_\_\_\_ 9. Motor Vehicle Report – **ONLY IF DRIVING** (less than (5) years old)
- \_\_\_\_\_ 10. Employee Checklist

***If you have any questions, please contact Liz Castro, Safe Environment Assistant, [lcastro@stjw.org](mailto:lcastro@stjw.org) 610 395-4431***

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**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_