

## ARCHDIOCESAN BACKGROUND CHECK INFORMATION

All employees and volunteers are required to go through the process before they can work for the school or church. If you do not fill out the application in its entirety your application will be automatically denied.

**\*Complete the application on-line, print out your completed forms and return to the main office. Mrs. Martinez needs to know that you completed your application so she can search for your approval.**

In addition to your primary information, you will need to provide the following:

<b>Residential History:</b>	Beginning date, ending date, address, city, state Zip, country
<b>Employment History:</b>	Beginning date, ending date, company name and address, city, state, zip, immediate supervisor name and phone number, position held/job description, reason for leaving
<b>Educational History:</b>	Beginning date, ending date, school name and address, city, state, zip, type of school, name of program or degree, whether program completed
<b>Volunteer History:</b>	Beginning date, ending date, Organization, city, state, zip, contact name, contact phone #, position and duties
<b>References:</b>	(3 professional and 1 personal references are required, must have all references or application will be denied.) Reference name, address, city, state, zip, Daytime phone, and how long you have known this person

**You are also required to provide your driver's license number and state.**

1. Log onto [www.archchicago.org/](http://www.archchicago.org/) Click on "Child Protection" then click on Compliance Resources then click on Compliance for Clergy, Employees and Volunteers.
2. Click on Eapps and then proceed to begin registration
3. Register as a new user, selecting volunteer or employee
4. Create a User ID (this **cannot** be changed during the online session)
5. Create a Password (this can be changed during the online session)
6. Access Code: "PROTECTION"
7. After registering, input your application. Enter your name as it is on your driver's license.
8. Go to each section of the file and fill in all the required information as indicated.
9. Once you have completed all sections you may "submit" the application and follow any on-screen instructions.
10. Complete the Cants Form and the Code of Conduct.
11. Print out the Cants Form and submit to the main office