Background and or Credit Check Renewal:

Welcome to the Diocese of Davenport. Thank you for agreeing to work and or volunteer with children and or vulnerable adults in our diocese.

In our diocese we require all those working and volunteering with children and vulnerable adults to complete our training module program sponsored by VIRTUS. Everyone over the age of 18 is required to complete a background check. If you work with money, you will also process a credit check through a secure website called ESR.

Completion of training, acknowledging our policies and clearing a background and or credit check is required before you can start working and or volunteering. Background and credit checks can take up to 2 weeks to clear our system.

At each parish/school there is a Safe Environment Local Coordinator and they are authorized to view your account in VIRTUS. This is to ensure you stay in compliance with diocesan policy. Each school/parish can require additional training if they so choose. Please contact your SE Local Coordinator prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Google Chromebook, Tablets and Phones. Do NOT use the browser back button or information may be lost and it will assign multiple videos and or not allow you access to your account.

Please follow the instructions and print screens below to help you complete the registration, training module and background and or credit check process. If you skip a step you will not be able to advance until the prior step is completed.

If you come from another diocese that uses VIRTUS we can try to transfer your training from your previous diocese to our diocese, you will still be REQUIRED to process a new background and or credit check and agree to our policies. Upon review of your account we will decide what additional training needs to be completed to meet our diocesan requirements. Please contact your local coordinator with questions.

The time for processing also depends on your internet connection.

- VIRTUS Login
- ESR
  - Please have your Driver’s License and SS# available so you don’t get removed from the program.
  - If you don’t have driver’s license and or SS# you will have the option to mark that you don’t have these items.
  - The system will log you out after 30 mins to ensure security.
  - If you do not complete this in the time allotted we will have to assign you the link again.
  - Do NOT use browser back button, use the arrows on the right side to expand that area.

Let’s get started!

Open the internet with Google Chrome and go to www.virtus.org.
Background and or Credit Check Renewal:

This is the 1st screen you should see.

**STEP 1 – VIRTUS:**

You will enter your User ID and Password you created when you registered. Keep this information as you will be asked to use it again. You might receive an email as well.

This “Home” tab will show you the items you need to complete. If you see some of the text in “red”, click on that and it will take you to where you need the proper area to complete the task.
Background and or Credit Check Renewal:

Background Check
Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity?

[ ] YES [ ] NO

Volunteer

Which one of the following best describes your Role as a Volunteer for the Diocese of Davenport:

- Priest
- Deacon
- Deacon Formation
- Candidate for Ordination
- Seminarian
- Principal
- Parish Life Administrator
- Business Manager
- Bookkeeper
- Handle Money
- None of the above

[ ] continue

Policies Relating to Sexuality and Personal Behavior

Download the Safe Environment Policy - English
Download the Safe Environment Policy - Spanish
Download the Safe Environment Policy - Vietnamese

Safe Environment Program Acknowledgment Form

The Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport requires that all clergy, all employees, and all volunteers who have regular contact with children, understand and agree to comply with its terms. The Policies Relating to Sexuality and Personal Behavior Policy applies to all parish, school, and diocesan entities. This form acknowledges that I have received the Policies Relating to Sexuality and Personal Behavior, either in its online format or in hard copy, revised and published on February 14, 2013, including:

* Agreement to comply with the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport
* Abide by the Code of Ethical Standards for those ministering on behalf of the Church
* Undergo an employee or volunteer background check, initiated by the Diocese of Davenport
* Participate in a VIRTUS® Online session (Protecting God's Children for Adults) and its continuing education components, if I am required by policy to do so

By clicking the button below, I acknowledge that I understand that violation of any of these components of the Policies Relating to Sexuality and Personal Behavior and Safe Environment Program of the Diocese of Davenport will result in disciplinary action up to and including termination of employment or volunteer service.

I have downloaded and read the Policies Relating to Sexuality and Personal Behavior and agree to the requirements.
You will now be redirected to ESR to conduct your background and or credit check.

- Please have your Driver’s License and SS# available so you don’t get removed from the program.
- If you don’t have driver’s license and or SS# you will have the option to mark that you don’t have these items.
- The system will log you out after 30 mins to ensure security.
- If you go over this we will have to assign you the link again. Do not use phone or iPad.
- Do NOT use browser back button, use the arrows on the right side to expand that area.
Background and or Credit Check Renewal:

Step 1 - Please Introduce Yourself

Please enter your legal first and last name, as well as where you currently live and where you'll be working. They're usually the same, but not always.

Legal first name*:

Legal middle name:

Legal last name*:

Is this your full legal name?*

Current country of residence*:

Current state of residence:

I will be working in the state of:

I will be working in the city of:

Continue

Disclosure of Background Investigation

In conjunction with your application for employment, and if you are hired, at any time during your employment, your promotion, management, or retention; (b) work to be performed under contract or third-party assignment, and/or (c) qualifying for a business transaction ("Engagement"); "ESR Check" ("Company") will use the services of an outside consumer reporting agency and may obtain a "consumer report" or "Investigative consumer report" about you.

A "consumer report" is a written, oral or other communication of any information by a consumer reporting agency based on your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is obtained or expected to be used or collected in whole or in part for the purpose of making an "Engagement-related decision" about you. Such information may include, for example, credit information, criminal history reports, or driving records.

An "Investigative consumer report" is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such item of information.

This agency will provide a written report of its findings to Company. Company uses Employment Screening Resources ("ESR"), a consumer reporting agency, to perform its Engagement-related background investigations. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94949, 800-500-4474, www.esrcheck.com.

I acknowledge receipt of the above Disclosure of Background Investigation
Boxes need to be checked.

You will use your mouse to write your name. Has to fill the box or it will not accept it. Here is an example.
Background and or Credit Check Renewal:

Step 1 - Please Introduce Yourself

Disclosure of Background Investigation

Notices, Rights and Acknowledgements

Authorization and Consent to Background Investigation

E-Sign Notification

By clicking the "Agree" button below, you acknowledge, understand, and agree as follows:

- You shall be given the option of signing or printing an online electronic document you have viewed during the electronic, background screening consent process.
- Access to documents made through the electronic background screening consent process is subject to the E-Sign Act and the federal Electronic Signatures in Global and Consumer Commerce Act (E-Sign Act) and the United States Electronic Signatures in Global and Consumer Commerce Act (E-Sign Act) and you are advised not to apply to the above-mentioned standards.
- However, if you notice your electronic signature during the electronic background screening consent process your signature is a true, valid and legally binding.
- You agree to use an electronic signature to demonstrate your authorization of background checks as described in the Disclosure of Background Investigation and in the Authorization and Consent to Background Investigation.
- You can withdraw your consent provided during the electronic background screening consent process by contacting Employment Screening Resources via email at esrhelpdesk@esrcheck.com, by logging www.ESRcheck.com, or by calling Employment Screening Resources at 888-394-4488. Your withdrawal of consent has no effect on the validity of background checks conducted before Employment Screening Resources receives your withdrawal.
- If you wish to provide your background check results provided in a non-electronic format, if you would prefer to do so, please contact the employer directly for instructions regarding how to proceed in a non-electronic format.

| Agree | Next Page |

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The next screens are going to ask for personal, work, and school information. Screens will be different debating on how you answer the questions. Please make sure you have filled in all the required areas or you will not be able to move onto the next screens.
**Background and or Credit Check Renewal:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10 Jan 2021</td>
</tr>
</tbody>
</table>

---

**Step 2 - Tell Us About Yourself**

**Driver's license**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>State Issued</td>
<td></td>
</tr>
</tbody>
</table>

---

**Gender Information**

- Gender: [ ]

---

**Current Country of Residence**

- United States

---

**Social Security Number**

- [ ] I do possess a United States Social Security number
- [ ] I do not possess a United States Social Security number

---

**Salary Range**

- Please choose the range that best applies to the position.

---

---

**Continue**
**Background and or Credit Check Renewal:**

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Residence</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type</td>
<td>Name</td>
<td>Place Name</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Enter Work Address**

Please provide address(es) for locations over the last 7 years where you physically worked and they are different from where you were living at the time you were employed. Street addresses are not required for prior places of employment.

<table>
<thead>
<tr>
<th>Address Type</th>
<th>Month</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>From Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Employer Name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
<td></td>
</tr>
<tr>
<td>County</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Street Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Attention**

**WORK ADDRESSES ARE NEXT. Did you work outside of your home address in the past 7 years?**

Yes | No
Background and or Credit Check Renewal:

ESR Check Applicant Portal

Step 2 - Tell Us About Yourself

Addresses:

1. Carefully review the list below and ensure all addresses have been added.
2. Click on any address row to edit or remove.
3. Use the buttons below to either complete the process, or enter an additional address or name.

Yes I'm Finished Adding Addresses and Names
No I Need to Add Another Address or Name
Background and or Credit Check Renewal:

Step 2 - Tell Us About Yourself
Driver's License
Addresses
Submit Form

Next Page  Cancel

Attention
Once you leave this page you won't be able to change or add information. Are you sure you're ready to move to the next step?

Yes, I am ready to continue to the next page
No, I am not finished with this page

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Background and or Credit Check Renewal:

Emails you may receive:

This is the screen you want to see when you have completed the process. This lets you know that you have successfully completed the process. If you do not get this screen it is because you backed out or did not complete something. Contact your local parish/school coordinator ASAP. You cannot be employed or volunteer until all steps are completed successfully. Background and Credit checks can take up to 2 weeks to process.
Background and or Credit Check Renewal:

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

The ESR Applicant Portal is the place to interact with us regarding additional information that we may need to complete your background check, to obtain copies of notices and your federal, state and local rights, and to obtain a copy of your report when it is complete. When you login to the portal, you will find instructions for any items that we need. Should we discover that we need something new, you will receive a notice asking you to log into your Applicant Portal. We will also remind you about things we are waiting for. Should you have any questions regarding the Applicant Portal, you can reach us at ESRCare@esrcheck.com

Login to the Applicant Portal Now

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

Thank you for your cooperation!

EMPLOYMENT SCREENING RESOURCES
Employment Screening Resources (ESR)
www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

Your Personal Identification Number (PIN) is: 0950

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

Thank you for your cooperation!

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Employment Screening Resources
7110 Redwood Blvd. Ste C
Novato, CA 94945
888-999-4474
Background and or Credit Check Renewal:
The attached PDF file is a combined copy of the individual standalone documents that were completed and/or signed electronically at our website. This copy is for your information and personal record keeping and requires no action on your part.

Receipt for and Confirmation of Electronic Signature

Document Signed: AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION
Name of person affixing their electronic signature: newperson2021
Employee e-mail address designated for electronic communication: trujillo@davenportdiocese.org
IP Address of computer used to sign the document: 172.24.32.157
Date and time of signature: Jan 06, 2021 at 11:40:40
Document Number: 867240

Employment Screening Resources certifies as follows:
Neither the data entered by the person above or their electronic signature can be edited under any circumstances once submitted to the system.

This receipt is not transmitted unless the document has been signed and submitted by the person completing it.

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www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474