



Welcome to Holy Cross Catholic School!

All employees and volunteers who interact with minors are required to complete and maintain safe environment credentialing through the Archdiocese of Saint Paul and Minneapolis.

To ensure successful completion of all the requirements, follow the information below before creating your online VIRTUS account. If you have an existing VIRTUS account, contact our Virtus Coordinator for assistance so your account can be updated prior to login.

VIRTUS website: www.virtusonline.org

Use Google Chrome browser and allow pop-ups for this website.

For more information on the Archdiocesan Safe Environment requirements:

www.safe-environment.archspm.org/essential-3

NEW EMPLOYEES/VOLUNTEERS TO THE ARCHDIOCESE:

Total Time Commitment: Approximately 95 minutes

1. Set aside sufficient time to complete all items without logging out.
 - Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.
 - **Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.**
 - You will:
 - a. Complete each registration field as presented on the screen
 - b. Complete the Code of Conduct
 - c. Complete the Background Check application (SSN is required)
 - d. Complete Safe Environment Training (1 module, approximately 75 minutes)

Employees: sign and remove the 123.B03 form from your employee packet and return to the Virtus Coordinator.

Volunteers: view the Volunteer section of the current Parent-Student Handbook on the Holy Cross website. Print and sign the last page and return it to the office.

EXISTING EMPLOYEES/VOLUNTEERS TO THE ARCHDIOCESE:

Total Time Commitment: Under 60 minutes, varies with involvement at prior location

If it has been three years since you completed the Essential 3 for Safe Environment training you will have more to review. Every 3 years the Archdiocese requires re-credentialing.

1. Set aside sufficient time to complete all updating without logging out.
 - Incomplete accounts may result in lost data, requiring you to repeat your setup.
2. Read and follow the directions on the website in the order presented.
 - **Skipping items, fast-forwarding or backing up may corrupt your account and require you to repeat your assignments.**
 - You need to complete each registration field in the toolbox section (ex: Code of Conduct, Background Check application-SSN is required)

Employees: sign and remove the 123.B03 form from your employee packet and return to the Virtus Coordinator.

Volunteers: view the Volunteer section of the current Parent-Student Handbook on the Holy Cross website. Print and sign the last page and return it to the office.



VOLUNTEER APPLICATION

Complete before volunteer service begins.

Volunteers who will interact with minors and are over 18 years old must also complete a background check.

I am applying to be a volunteer at

(Name of Parish, School, or Archdiocesan Office) (City)

Legal Name: _____

First

Middle

Last

Previous name, if any:

First

Middle

Last

Preferred Phone Number:

Email Address:

Current Home Address:

Street Address

City

County

State

ZIP Code

Date of Birth: _____

MM/DD/YYYY

VOLUNTEER SERVICE RECORD

List prior volunteer experience (if any) within the previous 5 years. Attach additional sheets if needed.

1. Organization:

Name City State

Phone Number: _____ From (Mo. /Yr.) _____ to (Mo. /Yr.) _____

Volunteer Role:

2. Organization:

Name City State

Phone Number: _____ From (Mo. /Yr.) _____ to (Mo. /Yr.) _____

Volunteer Role:

Signature of Applicant

Date

123B.03 and the Minnesota Predatory Offender Registry
INFORMED CONSENT

THE MCDOWELL AGENCY, INC.
INVESTIGATION & PRE-EMPLOYMENT SCREENING

The following named individual has made application for employment or volunteer service with an organization, Holy Cross Catholic School in Webster, MN,
Name of school or parish *City*
which utilizes The McDowell Agency to run criminal background checks.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full) (please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex (M or F):** _____
MM/DD/YYYY

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to The McDowell Agency and to Holy Cross Catholic School
Name of school or parish

pursuant to Minnesota State Statute 123B.03 for the purpose of employment or volunteer service at the organization named above which utilizes the services of The McDowell Agency.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ **Date** _____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to The McDowell Agency and to Holy Cross Catholic School
Name of school or parish

any information contained about me in the **Minnesota Predatory Offender Registry**, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and The McDowell Agency and the Holy Cross Catholic School
Name of school or parish from any and all actions and causes of action, of

any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This release is valid for one year from the date of my signature.

Signature of Applicant _____ **Date** _____