

Hiring Information and forms for Parish and Catholic School Administrators

Opportunities for employment at parishes and Catholic schools in the diocese may be posted on the diocesan website www.austindiocese.org (see links at bottom of homepage). Any job posting for a parish or Catholic school in the Diocese of Austin should identify how an applicant may apply for a posted job (e.g. send a resume, complete an application, etc.). There is no requirement that a parish or school use an employment application; however an employment application template is available upon request. Persons applying for employment at a parish or Catholic school in the Diocese of Austin should be instructed to provide the information requested in the job posting directly to the parish or school.

There is not a generic “diocesan” job application used for hiring at parishes and Catholic schools in the Diocese of Austin; additionally, the EIM application cannot serve as an application for employment.

To assist parishes and Catholic schools with the hiring process, the diocesan EIM office can run a pre-employment background check to verify that your final candidate is eligible to be hired based on the background check result [Note: for parishes/Catholic schools/agencies within the Austin city limits, a new ordinance requires that the background check be run after the candidate has been given a conditional job offer, either verbally or in writing.]

At the job interview each candidate should complete the *Background Check Consent* form only - the *Background Check Worksheet* should NOT be completed at this time. Note: For FCRA purposes, the information on this form refers to credit checks as one type of check applicant authorizes; however, credit checks are not done for most positions in the Diocese of Austin. Signed consent forms for all candidates should be securely maintained by the hiring agent until a candidate is selected to fill the position.

When a final candidate is selected [or notified of selection, if in Austin] to be given a conditional job offer, pending a clear background check result, the pastor or principal (or his/her designated EIM site administrator) contacts the applicant and fills out the information noted on the *Background Check Worksheet* in order to conduct the background check – do not give form to candidate to complete. The EIM site administrator (or pastor or principal) should send the completed form to the EIM office via fax, postal mail or verbally by telephone only – do not email the form. Results of the pre-employment background check will be provided to the pastor or principal noted on the form. Once the position is filled, all *Background Check Consent* and *Background Check Worksheet* forms must be destroyed for those applicants not hired. Only the *Background Check Consent* form for the new employee should be kept in his/her employee file.

After an individual has been hired, diocesan EIM policy states: **“for new employees at any parish, Catholic school or diocesan office or agency, completing the EIM application within the first week [of employment] is a condition of continued employment”**. Persons needing to submit an EIM Application for Ministry should be directed to the EIM page of the diocesan website to complete this process. New employees already in the EIM database due to previous ministry do not complete another application, but can update their current one if needed.

Your EIM site administrator can assist your new hire with the EIM process. New applicants have 60 days to attend an EIM workshop upon submission of the EIM Application, but a sooner workshop attendance requirement may be requested by the parish or school.



Background Check Consent Form

I understand that as a condition of my consideration for employment with the above named parish or Catholic school in the Diocese of Austin, the diocese may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal, and civil history, personal interviews, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Diocese of Austin's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Diocese of Austin will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment with the Diocese of Austin. I further understand that the name and address of the reporting agency that produced the report used in making and adverse decision will also be provided.

Furthermore, I authorize the diocese to re-run the background check every three years per diocesan Ethics and Integrity in Ministry policies.

If I am not selected as a candidate for employment by the above named parish or Catholic school, I understand that this document will be shredded once the candidate selected for the position is hired. If I am selected for hire, I will be contacted to provide the following information needed to complete the Consumer Credit Report, and this consent document will become a part of my personnel file.

1. Legal name and any previous names used
2. Date of birth
3. Last 4 digits of social security number
4. Current city/state of residence (and any others during the past ten years)
5. Driver's license number and state of issue
6. Have you ever submitted a Diocese of Austin EIM Application for Ministry? Y N

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name (print)

Signature

Date



Diocese of Austin

Office of Ethics and Integrity in Ministry

(This entire form to be completed only by the pastor or principal, or the EIM site administrator, not the candidate.)

Background Check Worksheet

Candidate's Information – print legibly, using dark ink

Legal name: _____
All previous names used: _____
City/State of Current Residence: _____
Has candidate lived outside of Texas in the last 10 years? Yes _____ No _____
If yes, what state(s)? _____
Last 4 digits of Social Security Number: _____ Date of Birth: _____
Driver's License: State: _____ Number: _____
Has candidate ever submitted an EIM Application for Ministry for the Diocese of Austin?
Yes _____ No _____

Attention hiring manager, EIM site administrator, pastor, principal or HR Manager:

PLEASE SEND **ONLY THE BACKGROUND CHECK WORKSHEET** TO THE EIM OFFICE **VIA FAX OR MAIL**
(do not email – this is confidential information!)

Fax to: 512-949-2529

OR

Mail to: EIM Office 6225 Hwy 290 East, Austin, TX 78723

OR

Call the EIM office at: 512-949-2447

Parish/school name and city: _____

Pastor/Principal name: _____

Pastor/Principal email address: _____

EIM site administrator name: _____

EIM site administrator email address: _____