



# St. Edward the Confessor School

4901 WEST METAIRIE AVENUE  
METAIRIE, LOUISIANA 70001-4496

Telephone: 504-888-6353 Facsimile: 504-456-0960

Dear Parents/Volunteers:

RE: Archdiocesan Safe Environment Training Process

This certifies that you attended the Safe Environment training on \_\_\_\_\_.

As a volunteer for St. Edward the Confessor School, it is necessary that you undergo training, background screening, and an online application as mandated by the Archdiocese of New Orleans. This includes volunteer coaches and moderators, regular volunteers, room mothers, and other adults who chaperone children.

Basically, this is a 3 step process.

First you will be required to attend a Safe Environment Training session. This is your record of attendance at this class. Please keep this in a safe place in case you need to present it again before the 3 year period ends or verify when your 3 year period has expired.

Second, you will need to sign a Permission for Background Screening Form by \_\_\_\_\_ and turn in to the school office or parish office along with a check in the amount of \$17 payable to St. Edward the Confessor School. This background screening will clear you for a 3 year period.

Third, there is an online form which must be completed on a computer. Attached is a copy of the instructions for completing that form. We will enter your background screening date and Safe Environment Training date.

If you have any questions, please contact the school office or Ginny Walters, Safe Environment Coordinator for St. Edward, at 888-0703.

Sincerely,

Thomas E. Becker, Ph.D.  
Principal  
St. Edward the Confessor School



## Employee/Volunteer Notification and Authorization

This is used to inform you that a background report is being obtained through **FS Enterprises, LLC Risk Management Solutions** for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources. The result of the background investigation is intended for and will only be used by the responsible persons in the Archdiocese of New Orleans or the appropriate Archdiocesan entity.

### To Whom It May Concern:

I understand that a background report as described above will be obtained. All law enforcement agencies, State Police and courts are authorized to release all written information about me. I give permission for a criminal background check to be conducted on me and hereby release all individuals, companies, corporations, and agencies, public or private, connected therewith from any and all liability associated with the dissemination of such information.

I have been given a copy of this form.

Print

Name \_\_\_\_\_

Signature \_\_\_\_\_

Current address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth (for identification purposes only) \_\_\_\_\_

Social Security Number \_\_\_\_\_

If name changed (through marriage or otherwise) print former name here  
\_\_\_\_\_

\*This form is to be completed prior to any background check. The policy of the Archdiocese of New Orleans is that all employees, volunteers, contract personnel must complete background screening prior to working with minors and every three years thereafter. This holds true for anyone having regular contact with minors and anyone accompanying a parish, school, organization of the Archdiocese of New Orleans, or its related entities.

August 2010

Instructions for all Employees and Volunteers of the Archdiocese of New Orleans  
who have regular contact with minors.

The application form must be completed by the applicant.

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Austin Computing

<http://www.eappsdb.com/no>

1. If you do not have a user ID and password, please [click here](#) to register. Create your own user ID and password.



2. ACCESS CODE FOR ARCHDIOCESE OF NEW ORLEANS: safety

3. Complete the New User Registration - Click [Submit Registration](#)

**Note: Whenever you are asked for a date it has to be in the form mm/dd/yyyy.**

4. Complete Application Overview

-Each section must have a green check before you can submit your application.

-Every sections marked with an \* must be completed.

-At the end of each section, remember to SAVE the information and then return to Application Overview.

-When you select your sites put your primary site of ministry first; this site will enter your Background Screening date and your Safe Environment Training date.

5. Submit your application, following the page instructions along the way.

Click "Process Application Screen" when you have completed all of the sections.

Your application will be received and sent to your primary ministry site where they will enter you Background Screening date and your Safe Environment training date.

6. If your personal information changes or your change ministry sites, you can go back to your application and make the changes at any time.

Thank you for your ministry with the children and youth of the Archdiocese of New Orleans. If you have any questions, please contact Sr. Mary Ellen Wheelahan, O. Carm., Safe Environment Coordinator, [srmwheelahan@archdiocese-no.org](mailto:srmwheelahan@archdiocese-no.org).

God bless you and your families.