CATHOLIC DIOCESE OF SPOKANE
2019-2020 New Employee Orientation (NEO)

Please follow these steps:

1. Pre-register (mandatory) at www.virtusonline.org by **12:00 noon the day before**
2. See registration screens below as they appear on the VIRTUS website
3. Click on “FIRST-TIME REGISTRANT” on the homepage
4. Print, fill-out, and bring these forms with you: 1) Code of Conduct  2) Disclosure Statement  3) Background Check Consent
5. Arrive early to find parking. Questions: call (509) 358-7338

<table>
<thead>
<tr>
<th>Subject</th>
<th>Presenter</th>
<th>Who Attends</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to NEO: Introductions</td>
<td>Victoria Loveland, Human Resources</td>
<td>New Employees, Volunteers, Clergy</td>
<td>9:00-9:15</td>
</tr>
<tr>
<td><strong>VIRTUS:</strong> Protecting God’s Children and Diocesan Code of Conduct</td>
<td>Duane Schafer, Director, Office of Child and Youth Protection</td>
<td>New Employees, Volunteers, Clergy</td>
<td>9:15-12:00 noon with break</td>
</tr>
<tr>
<td>Preventing Harassment</td>
<td>Victoria Loveland</td>
<td>New Employees</td>
<td>12:00 – 12:30</td>
</tr>
<tr>
<td>Diocesan Lay Employee Handbook</td>
<td>Victoria Loveland</td>
<td>New Employees</td>
<td>12:30-1:00</td>
</tr>
<tr>
<td><strong>School Employees</strong> attend two additional sessions:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blood Borne Pathogens</td>
<td>Roberta Smith, R.N.</td>
<td>New School Employees</td>
<td>1:00–1:30</td>
</tr>
<tr>
<td>Catholic Schools</td>
<td>Sarah Potter/Katie Rieckers, Office of Education</td>
<td>New School Employees</td>
<td>1:30 - 2:00</td>
</tr>
</tbody>
</table>

2019-2020 NEO DATES AND LOCATION:

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>January 7, 2020</th>
<th>Sacred Heart Parish, Spokane</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>February 4, 2020</td>
<td>Sacred Heart Parish, Spokane</td>
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<tr>
<td>Tuesday</td>
<td>March 3, 2020</td>
<td>Sacred Heart Parish, Spokane</td>
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<tr>
<td>Tuesday</td>
<td>April 7, 2020</td>
<td>Sacred Heart Parish, Spokane</td>
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<tr>
<td>Tuesday</td>
<td>May 5, 2020</td>
<td>Sacred Heart Parish, Spokane</td>
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<tr>
<td>Tuesday</td>
<td>June 2, 2020</td>
<td>Sacred Heart Parish, Spokane</td>
</tr>
</tbody>
</table>
Please select your Archdiocese/Diocese/Religious Organization from the list below:
Spokane, WA (Diocese)  
Select

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'smith' and 'jones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID: MarySmith2018
Create a Password: ********

Please wait...

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

Important note about selecting passwords
Please provide the information requested below.

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST.

Enter your name as it appears on your driver's license or passport.

- Salutation: [Please select - ]
- First Name: Mary
- Full Middle Name: 
- Last Name: Smith
- Email: merysmith@gmail.com
- Home Address: 4523 a
- Home Address Cont'd: 
- City: Spokane
- State: WA - Washington
- ZIP: 99223
- Daytime Phone: 5093587319
- Ext: 
- Evening Phone: 
- Date of Birth: 07/06/1960

Background Check Information

List any aliases, maiden names, or previous marriage names.

<table>
<thead>
<tr>
<th>first name</th>
<th>last name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias 1:</td>
<td>Jones</td>
</tr>
<tr>
<td>Alias 2:</td>
<td></td>
</tr>
<tr>
<td>Alias 3:</td>
<td></td>
</tr>
</tbody>
</table>

Continue

Please select the primary location where you work, volunteer or worship.

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location: All Saints Catholic School (Spokane)

Continue

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.
This is the list of locations with which you are associated:

All Saints Catholic School (Spokane)

Do you work or volunteer in another location?

[ ] Yes [ ] No

Please select the roles that you play within your diocese

☐ Candidate for ordination
☐ Deacon
☐ Educator (Salaried Teachers, Principals, and Administrators in Diocesan/Eparchial and Parish Schools (Grades K-12))
☐ Employee (Diocesan/Eparchial)
☐ Employee (Parish/Parochial)
☐ Priest
☐ Volunteer

If you have a title within your diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function: Secretary

[ ] Yes [ ] No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

[ ] Yes [ ] No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

[ ] Yes [ ] No

Continue
Please select the session you wish to attend

- **Protegiendo a los Niños de Dios**
  - *Where:* St. Patrick Parish, Pasco (Pasco)
    1320 W Henry St
  - *When:* Tuesday, July 18, 2017
    5:30 PM
  - *Estimated length of session:* 3 hrs
  - *Spaces remaining:* 25 of 25
  - *Language:* This session will be conducted in Spanish

- **Protecting God's Children for Adults**
  - *Where:* Diocese-Catholic Pastoral Center (Spokane)
    1023 W. Riverside Ave
  - *When:* Wednesday, July 19, 2017
    9:00 AM
  - *Estimated length of session:* 0 hrs
  - *Spaces remaining:* 16 of 25
  - *Language:* This session will be conducted in English
  - *Notes:* SCHOOL EMPLOYEES: 9:00 AM - 3:00 PM Lunch - 12 PM - 12:45 PM NON-SCHOOL EMPLOYEES TRAINING: 9:00 am - 11:30 AM

- **Protecting God's Children for Adults**
  - *Where:* Unknown Location
  - *When:* Friday, July 28, 2017
    4:00 PM
  - *Estimated length of session:* 2 hrs
  - *Spaces remaining:* 27 of 30
  - *Language:* This session will be conducted in English
  - *Notes:* This training is for Steubenille NW volunteers only. The location will occur at the Spokane Convention Center in the show office.
  - *Contact:* Brian Kraut (509)3587314

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Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

Your registration is almost complete...

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

By clicking this button, you will be directed to their secure website called Fastrax™.

Begin Background Check

You will be notified via email when your VIRTUS Online account is activated.
The Diocese of Spokane welcomes you!

Protecting the children under the care of the Diocese of Spokane is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

Your information

Primary location: All Saints Catholic School - Spokane

Enter Background Check Info

EMPLOYMENT / VOLUNTEER INQUIRY RELEASE

In conjunction with my application for employment/volunteering with you, I understand that you intend to use Selection.com to obtain Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" do NOT include my Credit Report but may include information concerning motor vehicle record, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment/acceptance to me. If you contemplate making an adverse decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired/accepted, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my employment/appointment with you. A photocopy or facsimile of this authorization shall be as valid as the original.

If you are not Mary Smith or your name is misspelled click here

I Agree
PERSONAL IDENTIFICATION

Last Name: Smith
First Name: Mary
Middle Name: 
Birth Last Name: 

In order to properly process your application, please make sure that your name matches the name on your driver's license (or other government-issued identification). If your name does not match your date of birth and social security number, your application could be delayed.

SSN: XXX-XX-XXXX
DOB: 07/05/1960

Gender: 
Race: Unknown

Address
Street No.: 
Street: 
Type: 
Address Line 2 (Unit No., Route, PO Box, etc.): 

Zip: 
City: 
State: 

Phone/Email
Email: mary.smith@gmail.com
No Email available: 

Contact Information

APPLICANT
Mary Smith
First Name: Mary
Last Name: Smith
SSN: 123-45-6789
DOB: 7/6/1960
Address: 434 A Str. Spokane, WA 99223

NOTICE TO CALIFORNIA RESIDENTS
Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Fastrax™ during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Fastrax™ to determine with reasonable certainty that you are the subject of the report. Fastrax™ is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.

REQUESTING A COPY OF YOUR BACKGROUND CHECK
If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you.

You may review any reports by calling 800-325-3609 between the hours of 8am – 5pm Eastern Time.

By checking this box, I request to receive a free copy of any consumer report ordered on me.

Email Address: 

Back
YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.

Thank You!

Your information has been received.

Close

Session Ended

Thank You! Your session has been closed.

Contact Info:
For immediate assistance [click here]