

Diocese of Sacramento — Human Resources Services

STEPS FOR CONDUCTING A BACKGROUND CHECK

1. Applicant should fill out all pre-application materials:
 - a. Pre-Application Statement and Questionnaire
 - b. PT 80 – Employment Application

Note: If the candidate is a volunteer these forms are not necessary.
2. Conduct interview with applicant
3. Complete reference checks
4. If after these first three steps are completed, you would like to hire this applicant, the following should occur:
 - a. Let the applicant know that they are moving forward in the application process and the final step is to conduct a background check. Let them know that this will consist of a criminal, credit, and employment history check. This check will take approximately 5 business days (please note, delays with the county clerk's office can occur).
 - b. Provide the applicant a copy of our Background Check Policy.
 - c. Provide the applicant the Background Disclosure, Authorization and Release Forms. **Applicants are to complete pages 3-5.**

Note: If the candidate is a volunteer please use the Volunteer Background Disclosure, Authorization and Release Forms.
 - e. Ensure the applicant is provided with a copy of the pages that they have completed and with the Summary of Your Rights Under the Fair Credit Reporting Act document.
5. Hiring manager to fill out Request for Background Check. Fax this along with the three forms from the applicant to: (916) 733-0239 or scan and email to personnel@scd.org.
6. A representative from Lay Personnel or Anna Schiele will contact hiring person once the check is completed and a determination has been made.
7. Please note that a fingerprint check must also be conducted for all new hires
8. Questions? Call Lay Personnel at (916)733-0239 or Anna Schiele at (916)733-0240.