

Diocese of Sacramento — Human Resources Services

Request for Employment Information Form

Date Sent to
Responding Site:

Date Response was
Received:

Dear Human Resources:

Pursuant to Education Codes § 44052 (Disclosure of Employment History) and 44932 (Definition of Egregious Misconduct), we are contacting you to verify the applicant's employment history and to inquire about any reports of egregious conduct, as defined below, that were made to the Commission on Teacher Credentialing (CTC) regarding this applicant.

Egregious misconduct, is defined by Education Code section 44932(a)(1), as:
Immoral conduct that is the basis for an offense described in Section 44010 [delineated sex offenses] or 44011 [delineated controlled substance offenses"] . . . or in Sections 11165.2 to 11165.6, inclusive, of the Penal Code [child neglect, willful harming or injuring of a child or endangering the person or health of a child, unlawful corporal punishment or injury of a child, abuse or neglect of a child in an out-of- home care, and child abuse or neglect].

The Diocese of Sacramento is in the process of evaluating an application from:

Applicant's name (please print): _____

Applicant's DOB: _____

Applicant's last 4 SSN: _____

Requesting Diocesan Site: _____ City: _____

Position Applied for: _____

I. Employment Verification:

Position Held	Start Date of Employment	End Date of Employment	Name of Supervisor	Supervisor Email

II. Reporting and Documentation:

- a. Was the applicant subject to any credible complaint(s), substantiated, investigation(s), or discipline for egregious misconduct as defined in Ed. Code § 44932(a)(1) during their employment?

☐ No
☐ Yes

If yes, please provide details of the misconduct:

- b. If you answered yes to the question above, was this conduct reported to the Commission on Teacher Credentialing (CTC)?

☐ No
☐ Yes

If the applicant has been reported to the CTC for egregious misconduct, please attach all documentation relevant to the report(s) made to the CTC.

III. Additional Comments:

Information of person completing this form:

Name (please print): _____

Title: _____

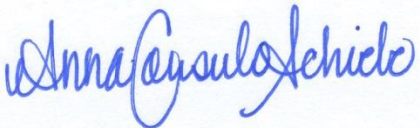
Date: _____

Submission of Documentation:

Please provide this form completed and any copies of any documentation to the Diocese of Sacramento, Office of Lay Personnel via email at referenceverifications@scd.org or via fax at 916.733.0238.

Your prompt attention to this matter is greatly appreciated, as it will assist us in our hiring process. We request you provide the requested information within 5 business days.

Sincerely,



Anna Schiele
Director of Lay Personnel