

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
2. Conduct interview with applicant
3. Do 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 continuing on 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 3-5 days.
 - b. Give applicant a copy of our Background Check Policy
 - c. Give applicant the Disclosure and Authorization Forms. Applicant is to sign and date bottom of first three pages and fill out the fourth page entitled Background Information.
 - d. Give applicant Notice Regarding Credit Checks Per California Law. *You must check off the appropriate box(es) related to the position for which they are applying. You will be marking one of the last couple of boxes:*
 - ✓ A position that involves access to confidential or proprietary information
 - ✓ A position that involves regular access to \$10,000 or more of cash
 - e. Give applicant A Summary of Your Rights Under the Fair Credit Reporting Act
5. Fill out Request for Background Check. Fax this along with the Disclosure & Authorization forms, Background Information sheet, and page 3 (Employment History) of the Employment Application to: (916) 733-0238 or scan and email to parroyo@scd.org
6. Pam Arroyo 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 Pam Arroyo at (916)733-0281 or Anna Schiele at (916)733-0240.