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 5 business days.

   b. Give applicant a copy of our Background Check Policy

   c. Give applicant the Background Disclosure, Authorization and Release Forms. Applicant is to complete the first three pages.

   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. Hiring manager to fill out Request for Background Check and page 4 of the Background Disclosure, Authorization and Release Forms. 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.