



DIOCESE OF SACRAMENTO

2110 Broadway • Sacramento, California 95818 • 916/733-0100 • Fax 916/733-0195

LAY PERSONNEL

December 22, 2025

To: School Principals

FR: Anna Schiele

RE: **Request for Employment Information Form for Pre-Employment Screening**

In compliance with the newly signed law requiring employers to verify employment history and any reports of egregious conduct we have created the attached Request for Employment Information Form (PT81). As of January 1, 2026, all school locations will be required to use this form as part of the pre-employment screening process for all new hires.

Action to Take:

1. All applicants you are considering for employment must provide you with a complete list of every school district, county office of education, charter school, state special school, and private school that the applicant has been previously employed.
2. **You must provide each school** that previously employed the applicant with the Request for Employment Information Form (PT81).
 - i. Complete the section containing the applicant's information prior to sending it to the responding site (please, refer to the picture included in this memo).
 - ii. Include the date you provide the form to the responding site in the box on the top right-hand corner of the form (please, refer to the picture included in this memo).
 - iii. Each responding site will provide the completed form to referenceverifications@scd.org.
3. Email a copy of the Request for Employment Information Form (PT81) to referenceverifications@scd.org **after providing** it to each school so we are aware you have begun the process.
4. **Do not proceed forward with the hiring process until clearance is provided from the Safe Environment/Lay Personnel Department.**

We appreciate your patience and support as we navigate through this evolving process. If you have any questions or concerns, please contact the Office of Lay Personnel by email at personnel@scd.org or by phone at 916.733.0239.

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