

THE ARCHDIOCESE OF SAN ANTONIO



Business Office
2718 W. Woodlawn Ave.
San Antonio, TX 78228-5195
210-734-2620 Fax 210-734-2774

CRIMINAL BACKGROUND SEARCH AUTHORIZATION & RELEASE FORM

****Please print as neatly as possible and fill out both sides. Illegible forms will be returned.**

NAME: _____
FIRST MIDDLE LAST

OTHER NAMES USED: _____

CURRENT ADDRESS: _____
STREET CITY STATE ZIP

LIST EVERY CITY/AND STATE YOU HAVE LIVED IN THE PAST 10 YEARS: _____

DAYTIME PHONE #: _____ OTHER PHONE #: _____

TX DRIVER'S LICENSE #: _____ DATE OF BIRTH: _____

NAME OF PARISH/AGENCY: _____

VOLUNTEER POSITION/JOB TITLE WITH THE PARISH/AGENCY: _____

I authorize the Archdiocese of San Antonio and Search Plus Investigative Services or a reasonably equivalent investigative search service to perform criminal, background and driving record searches on me. I do hereby release and agree to hold harmless the Archdiocese of San Antonio and its agents, employees, volunteers, officers and directors from liability in utilizing this information for the purposes of evaluating me for employment or volunteer service for the Archdiocese of San Antonio.

SIGNATURE: _____ DATE: _____

Archdiocese of San Antonio Code of Ethics & Screening Questionnaire

Relationships among people are the foundation of Christian ministry and are central to Church life. Defining healthy and safe relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living Church to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships.

It is with the intention that relationships in ministry be experienced at all times as just, charitable and without intention to do harm or allow harm to occur, that the following Code of Ethics has been adopted by the Archdiocese of San Antonio:

- Church personnel will exhibit the highest Christian ethical standards and personal integrity.
- Church personnel will conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church.
- Church personnel shall provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
- Church personnel will not physically, sexually, or emotionally abuse or neglect a minor or an adult.
- Church personnel will share concerns about suspicious or inappropriate behavior with their pastor, their principal, the Vicar General or Archbishop.
- Church personnel will report any suspected abuse or neglect of a minor to the Texas Department of Protective and Regulatory Services, local law enforcement agency and/or appropriate authorities.
- Church personnel will accept their personal responsibility to protect minors and adults from all forms of abuse.

The Archdiocese of San Antonio appreciates your willingness to share your faith, gifts, and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered is designed to help us provide the highest quality Catholic ministries for the people of our community. Please answer the following questions.

Have you ever been convicted of a criminal offense (other than a minor traffic violation)? Yes ___ No ___

Has a civil or criminal complaint ever been filed against you alleging physical or sexual abuse, physical or sexual assault, child neglect or sexual misconduct? Yes ___ No ___

Have you ever been terminated from your employment for reasons relating to allegations of physical abuse or sexual abuse by you? Yes ___ No ___

Do you use illegal drugs? Yes ___ No ___

Is there any fact or circumstance about you or in your background that would call into question your being trusted with the supervision, guidance, education and/or care of minors and/or vulnerable persons? Yes ___ No ___

Please explain if you answered yes to any of the above.

Have you ever received any medical treatment, physical or psychological, for reasons involving physical abuse or sexual abuse by you? Yes ___ No ___

If yes, give a brief description of the treatment, including date(s), nature and location(s), and treating physician with name, address, and telephone number.

Do you agree to observe all of the Archdiocese of San Antonio guidelines and policies for the ministry in which you are applying, employed in, or volunteering in? Yes ___ No ___

Do you understand and agree that false statements and/or omissions regarding past conduct and/or present situation may be ground for denial of the application, to provide employment, and/or volunteer services and that refusal to inform the Archdiocese of San Antonio of the contents of a criminal record may result in the automatic denial of the application, termination of employment, and/or suspension of volunteer services? Yes ___ No ___

I affirm that I have read and understand the foregoing and that to the best of my knowledge, the information I have provided is true and correct.

Printed Name: _____

Parish/Agency: _____

Signature: _____

Date: _____