

Diocese of Houma-Thibodaux

P. O. Box 505 • Schriever LA 70395 • 985-850-3140 • 985-850-3240 (fax)

The Diocese of Houma-Thibodaux requests a Criminal History Check for the following person. All results are to be sent directly to the Office of Pastoral Services, Attention: Sue Blanchard.

Name: _____

(Please include maiden name and any other names used in the past) _____

E-mail address: _____

SSN (last four digits) XXX-XX- _____ DL# _____ Date of Birth: _____

Physical Address: _____

City, State, Zip Code: _____

Job or Voluntary Ministry Position: _____

Name/Location of School, Church, or Organization St. Thomas Aquinas at Nicholls State

If you lived in a Parish or County other than the parish of your present residence, since your eighteenth birthday, complete the information below (If additional space is needed, please attach separate sheet).

Parish/County	State	List the years you lived outside your current Parish of Residence

As a new or prospective employee/volunteer of the Diocese of Houma-Thibodaux, I understand a thorough investigation of any record of past criminal activity will be conducted.

By my signature below, I hereby authorize such an investigation and further authorize the Sheriff's Office, the Louisiana State Police, The Louisiana Department of Public Safety and Corrections, or any other law enforcement agency to release all pertinent criminal record information maintained in their files which may confirm or deny my eligibility for employment/volunteer service with the Diocese of Houma-Thibodaux.

Applicant's Signature: _____ Date: _____

Do not write below this line; To be completed by Law Enforcement Officer

CRIMINAL HISTORY WAS: FOUND NOT FOUND

IF A HISTORY IS FOUND, COMPLETE THE SECTION BELOW: (If additional space is needed, please attach separate sheet.)

DATE	CHARGE	DISPOSITION

By: _____ Date: _____
Deputy Sheriff

DIOCESE OF HOUMA-THIBODAUX

A SAFE ENVIRONMENT FOR THE PROTECTION OF CHILDREN AND YOUNG PEOPLE

QUESTIONNAIRE AND STATEMENT TO BE SIGNED BY ALL

CLERICS, EMPLOYEES AND VOLUNTEERS IN THE DIOCESE

Preamble: It is the mission of the Church to be the living sign of Christ's presence to all people. Her credibility and the effectiveness of her preaching and teaching are directly related to her faithful witnessing to the values given her by Jesus Christ. Because the Church is not just another institution in society, but a living community brought into being and sustained by Christ himself, the Church has the right to expect a certain modicum of wholeness from those who wish to serve her in various forms of ministry. This is especially critical in ministry relating to minors.

Children come to learn, through repeated testing on their part, that their mother and father are always there, ready to meet their primary needs. As they pass from early childhood, the parents teach them that they can extend this act of implicit trust to other special individuals. They teach them that the capacity to care about the welfare of children can be found in other people, adults they meet on a regular basis, including members of the extended family, i.e., teachers, priests, youth ministers, etc.

For children sexually abused by a person who is identified in a special way with the Church, this entire system of protection and confidence is destroyed. The children feel that the basis on which they have built relationships with a small group of special people has collapsed beneath them – to say nothing of the effect this has on the relationship between society as a whole and the Church. The damage done extends well beyond a deep psychological wound; it causes radical soul-searching about the meaning of life and the pertinence of all that has been taught about God and about religion.

Any policy concerning the neglect and/or abuse of minors needs to be seen as part of an overall concern for spiritual, intellectual, psychological, professional, and personal health. The primary concern in this policy is the welfare of victims and potential future victims; the welfare of the Church, i.e. the credibility of her mission; and the welfare of the accused offender.

As part of this policy, all clerics, lay employees and volunteers of the Diocese of Houma-Thibodaux as so designed in this policy, must complete the following questionnaire and statement. It is realized that some of these questions may be difficult. However, the task before us, as Church, is to deal effectively with the results of sexual scandals that have affected our Church, and to present ways and means to prevent recurrences of the neglect and sexual abuse of minors.

QUESTIONS

1. Have you ever been accused, verbally or in writing, or has a civil or criminal complaint ever been filed against you, alleging sexual abuse, other physical abuse, or neglect of a minor? Yes No

If yes, give an explanation of the accusation and/or complaint. Please indicate date, nature and place of the incident leading to the accusation and/or complaint, where the accusation and/or complaint was filed and the disposition.

2. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual abuse, or other physical abuse, or neglect of a minor by you? Yes No

If yes, give an explanation of the allegations. Please indicate the date, nature and place of the allegation(s), the disposition of the allegation(s) and your employer at the time; include employer's name, address and phone number.

- 3 Have you ever been arrested or convicted of any crime arising from sexual abuse, other physical abuse, neglect of a minor, or any other felony? Yes No

If yes, give explanation of the crime.

4. Have you ever received any medical treatment, physical or psychological for reasons involving sexual abuse, other physical abuse or neglect of a minor? Yes No

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

5. Have you ever been investigated for reasons involving sexual abuse, other physical abuse, or neglect of a minor? Yes No

If yes, give an explanation of the investigation. Please indicate the date and nature of the investigation, where the investigation took place, and the disposition of the investigation.

I hereby attest that this statement is true and accurate to the best of my knowledge. All information provided by me may be verified by the Diocese of Houma-Thibodaux. I agree to execute any release(s) necessary to permit the release to the Diocese of Houma-Thibodaux information of prior employment, medical, judicial, and law enforcement records, and information pertinent to matters in this questionnaire.

_____	XXX-XX-	_____
Signature	Last four digits of SSN	Date
_____	()	_____
Print Name		Telephone Number
_____	_____	_____
Street Address	City	State Zip Code

NOTE: A copy of this signed Questionnaire/Statement will be kept in the confidential file of the above named employee/volunteer in the Office of Pastoral Services.

DIOCESE OF HOUMA-THIBODAUX
Volunteer Profile

Church Parish

St. Thomas Aquinas

Service/Ministry Volunteering for _____ Date Available _____

Will this service involve any contact or work with Minors? Yes No

NAME: _____ Social Security Number _____

Street Address _____ Phone Number () _____

City, State, Zip Code _____

Are you 18 years or older? Yes No

Are you volunteering for Full Time Part Time Temporary

Days available to volunteer Day Evening Mon – Fri Weekends

Do you have a valid driver's license? Yes No

Do you have transportation at your disposal? Yes No

Have you ever been accused of, or has a civil or criminal complaint ever been filed against you alleging sexual abuse/physical abuse/neglect of a minor by you? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever worked for our parish before? Yes No

If yes, when? Where? In what capacity? _____

BUSINESS/COMMUNITY ORGANIZATIONS

(include only those which might relate to the work/ministry/service for which you are volunteering)

DO YOU HAVE RELATIVES EMPLOYED BY OUR PARISH? Yes No

(if yes, please list their name(s), relationship to you, and their position with the parish)

REFERENCES

_____ has volunteered his/her services to work with
(Name of Volunteer)

children/youth in **St. Thomas Aquinas P.O. Box 2051, Thibodaux, LA 70310.**
(Parish, School or Church Institution) (Address)

The Diocesan Safe Environment Program for the Protection of Children and Young People requires that volunteers submit three professional and/or personal references in order to work with children and/or youth in a school/ parish/institution.

Please complete the following questionnaire.

1. How do you know this person?

2. How long have you known him/her?

3. Do you know any information about him/her that would prevent us from accepting their services to work with children or young people?

Please provide the following:

Name _____ Address _____

Position _____ Telephone number _____

Thank you for your kind assistance in this matter. You have helped us provide a safe environment for God's children.

Please return this reference sheet to the institution named above.

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