

Application and Background Screening Guidelines for Hiring of Teachers

1. Applicants will access the Office of Catholic Schools and Centers career page and complete the online application for positions of interest.
2. The application, transcripts and references will be necessary to consider the applicant available for interview. Schools have access to the ClearCompany application web site.
3. If the principal wishes to offer an agreement, the applicant should be informed that a Level II background screening is necessary. An offer letter (hourly or salaried per pay period) should be sent to the applicant through the ClearCompany application system.
4. The applicant will have three days to accept the offer.
5. Open acceptance of the offer letter the school should change status to “Hired and Exported to Paylocity” in the ClearCompany site (*Unless the individual is changing position within the same school – then a change of status form should be completed.*)
6. The applicant should register for fingerprinting at <https://dospsep.org/>
The cost of the background screening is \$58.58. The hiring entity will be billed for the cost. The school may opt to charge the cost to the applicant.
7. If the criminal background check reveals that the individual does not meet our published “minimum Standards of Moral conduct”, the Human Resources/Safe Environment office will inform the pastor that the applicant is not eligible for employment in the Diocese.
8. If the criminal background check reveals a crime that does not preclude hiring, the principal **may still** make the decision not to hire. Copies of Criminal Records for individuals meeting the minimum standards will be provided to the hiring entity for use in the hiring decision process. A copy of the “Waiver Form” of individuals with no criminal record will be provided to the hiring entity stamped “No Criminal Record Found.”
9. It is important to read the application carefully to see if the applicant has indicated any arrests and/or convictions. If the application information does not match the background screen, the applicant has not been truthful.
10. A finding of “Adjudication Withheld” means that the applicant is guilty of the charge.
11. A person can plea to a lesser charge and still be guilty of the original charge.