

## **Office for the Protection of Children and Young People (OPCYP) Compliance**

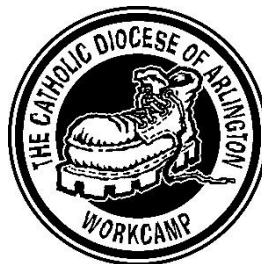
Anyone who will be directly responsible for the care of teens, such as Stakeholders, Adult Crew Leaders, volunteers at the location where WorkCampers reside (“Homebase”), parish security, etc. are all **required** to be cleared by the Diocesan Office for the Protection of Children and Young People. This is non-negotiable.

Certain positions such as **Contractors** are not required (although preferred) to be fully compliant since they will not be directly responsible for the youth, but they still must have a **background check** completed by the Diocese. WorkCamp has an excellent safety record and this is an important way to ensure that we continue to look out for young people and keep them safe.

After contractors have completed the form on **page 2** of this document, they may submit it by giving it to their WorkCamp Stakeholder, Parish Child Protection Liaison, or mail it to:

### **Office for the Protection of Children & Safety**

200 N. Glebe Road, Suite 914  
Arlington, VA 22203





Catholic Diocese of Arlington

Employee/Volunteer Criminal Background Check Authorization

Please complete this form and return it to your employment/volunteer supervisor. A completed criminal background history check is required for employment/volunteer service within all parishes, schools and other organizations associated with the Catholic Diocese of Arlington.

The following information is to be completed by the prospective employee/volunteer. Please print neatly. Write 'N/A' if not applicable - do not leave any blanks. INCOMPLETE FORMS WILL BE RETURNED.

First Name Middle Initial Last Name

Maiden Name/Aliases Sex: Female Male Date of birth (MM/DD/YYYY)

Social Security Number: (if none, write "No SSN")

Employment/Volunteer Location: Parish School Other

Is this for a daycare or other childcare facility? Yes No

Employment/Volunteer Status: Employee Volunteer

Employee Job Title: Volunteer Ministry: Priest Volunteer Religious Education Youth Ministry Scouts Coach (volunteer only) Other:

Current Address Apt.#

City State: Zip:

How many years have you lived in Virginia?

List all prior states of residence:

I hereby give my permission for the Diocese of Arlington to obtain information relating to my criminal history record. I understand that as long as I remain an employee or volunteer, the Criminal History Records check may be repeated at any time. I understand that I will have an opportunity to review the Criminal History and a procedure is available for clarification, if I dispute the record as received.

I, the undersigned, do, for myself, my heirs, executors hereby release and forever discharge the Diocese of Arlington and each of its officers, employees, and agents from and against any and all causes of action, charges, liabilities, claims including court costs, expenses and attorneys fees, resulting from the investigation of my background in connection to my employment/volunteer assignment with the Diocese of Arlington.

Applicant's Signature

Date