

## EMPLOYEE

### Instructions for Online Background Checks

Thank you for your interest in employment with the Archdiocese of Portland in Oregon, a parish or school ("Employer"). As part of the screening process, you are asked to complete a criminal background check.

#### POLICY CONCERNING CRIMINAL HISTORY

**Ordinarily, any person with an adult criminal conviction is not eligible for employment.** For compelling reasons, upon an applicant's written request and explanation of the circumstances of the conviction, an exception may be made. An employee is responsible for notifying the parish, school or Archdiocesan Employer of any change in criminal background status. The Employer reserves the right to decline to hire or to take any employment action up to and including termination based on criminal background status whenever, in the judgment of the Employer, it is in the best interest of the parish, school or Archdiocese to do so.

#### CONFIDENTIALITY OF DATA

Praesidium Inc. will conduct the criminal background check. Significant efforts have been made to ensure that the personal information you provide for the background check will be kept confidential and secure. Highly sensitive information such as social security numbers and birthdates are encrypted after you have entered the data. Only a partial social security number and birthdate are visible, except to run the background check, and will remain encrypted thereafter. The encryption is a minimum of 128 bit and when possible up to a 256 bit encryption. You may contact Praesidium directly at 800-743-6354, if you have additional questions regarding security of the data.

#### COMPLETING THE BACKGROUND CHECK

Following are the steps necessary to completing your background check.

1. Your Employer will order a background check using your legal name and email address. This information is needed in order to avoid undo delay and additional expense in completing your background check. The information is confidential and will not be used for any other purpose.
2. **Background check forms must be completed online**; paper forms are not available. If you do not have an email account or need assistance in completing the online form, make arrangements to complete the form at the Employer's offices. You can use your computer, tablet or most smart phones to complete the online form. (Some android phones have specific requirements that may prevent completing all functions.)
3. You will receive an email from *backgroundcheck@praesidiuminc.com* with the name of your parish, school or Archdiocesan Employer in the body of the email. Click on the link that gives you access to the online form and follow the directions given. These daily emails will be sent to your email address for 7 days, so please check your email and complete the background check form as soon as possible.
4. **It is important that you give all the information requested** on the background check form. Some areas will be in pink because they request *required* information. The other information will assist, however, in completing the background check process with fewer errors. **Please be sure**

**that you provide your full name as it appears on legal documents such as driver's license and passport.**

5. At the end of the form you will be asked to read the consent form for the background check to be run. The consent form refers to the Fair Credit Reporting Act ("FCRA"). The FCRA is a federal law that requires information contained in the consent to be provided anytime an individual background check is conducted for various purposes. We note, however, that the background check to which you are agreeing *will not include* a credit check or the collection of any financial information about you.
6. You will provide your signature electronically using your computer mouse or touch pad to write your signature.

## **BACKGROUND CHECK RESULTS**

### **What if my background check comes back with a red flag?**

The Employer will be notified of a flag on your background check and will contact the Archdiocese's Office of Child Protection regarding the flag. In some cases this can be cleared up quickly.

If the report indicates a potentially disqualifying criminal history, Praesidium will email you a copy of your background check report with instructions on how to respond to either the Office of Child Protection or Praesidium about the information that was reported. If you do not respond within 10 days of the report being emailed to you, it will be presumed that you have no additional information to provide in determining your eligibility for employment. It is your responsibility to check your email for any follow-up information regarding your background check.

### **How soon will the background check be completed?**

Most background checks are completed in 24-48 hours. The local Employer background check administrator will be notified of its completion and if there are any flags on your background check.

### **How soon can I begin work?**

As soon as the background check is cleared, the Employer can move forward in finalizing details of your employment.

**Please keep this information sheet until your background check has cleared so that you have follow-up information that may be needed. If you have any questions about the background check process, please contact your Employer.**