

Background Investigation Procedure

For Staff and paid positions

At Saint Basil the Great Church

1. Determine the final candidate or candidates to be screened before hiring. Require all candidates to complete an application. Make offer of employment contingent upon favorable information received on the background check. If the person does not pass the background check the position will be offered to the runner-up candidate.
2. Arrange to have fingerprints taken of candidate. Submit the fingerprints to the Bureau of Criminal Investigation and Identification (OBCII) for processing and criminal record search.
3. Alt. #1... Submit candidate's application, resume and related documents along with his/her signed release to conduct a background and criminal history check to an investigative service experienced in employee checks. The suggested Screening guideline is as follows:
 - Verify highest education achieved.
 - Request county of residence criminal court check.
 - Verify prior employment including dates of employment for all prior employers (not just references provided by applicant).
 - Check Social Security Number for validation.
4. Have results of all of the above sent to the Pastor of St. Basil the Great within 5 business days for review.
5. If candidate's record and background check are in good order, offer the candidate the position. If the records reflect a negative remark or a criminal record which requires that the candidate be denied employment, the candidate should be notified only that he or she is not being accepted for employment. The candidate has a right to a copy of the BCII fingerprint criminal check results.
6. If the record is disputed the candidate should be informed to take up the dispute with the person or agency that supplied the information. The criminal background report can only be corrected through a court proceeding and cannot be corrected by BCII.
7. All employees must complete Virtus training and supply a copy of the certificate of completion to the parish office.
8. All records obtained will become part of the employees employment file.