

Appendix A

STAFF HIRING AND APPROVAL REVIEW REQUEST FORM

Note: A completed CORI Authorization Request must also be submitted before the review can be completed. For all staff and faculty in any school, a SAFIS fingerprint based background record check must also be submitted before the review can be completed.

Name of Prospective Employee/Clergy: _____

Position Applied For: _____

Name of Parish, School, Agency, Ministry: _____

Name of Hiring Manager (Pastor, Administrator, Director, Principal, etc.) submitting:

Email Address of Hiring Manager: _____

Date Form is Submitted: _____

OFFICE OF SAFE ENVIRONMENT REVIEW

Date Form is Received: _____

Determination (check one):

- Eligible
- Ineligible
- Further review is required

Review completed by (print and sign name):

OFFICE OF HUMAN RESOURCE REVIEW

Date Form is Received: _____

Determination (check one):

- Eligible
- Ineligible
- Further review is required

Review completed by (print and sign name):

Date Returned to Hiring Manager: _____