



Rockford Diocese
Catholic Education Office

Employee Name: _____ **Date:** _____

School: _____ **City:** _____

INITIAL EMPLOYMENT REQUIREMENTS	Checked
➤ Frontline Online Application (or a signed employment application for anyone hired before implementing Frontline) A signed application must be held in the employee's file. *	
➤ Signed copy of acknowledgement of receiving the Employee Handbook	
➤ Resume	
➤ PEL – Credential(s) - Contract Waiver is applicable	
➤ College Transcript(s)	
➤ References	
➤ Statement of Good Health – copy on CEO (Catholic Education Office) Website	
➤ TB Test Results	
SAFE ENVIRONMENT REQUIREMENTS	Checked
➤ Evidence of State Police Background Check (completed)	
➤ Mandated Reporter Form (CANTS 22)	
➤ Evidence of State Registry Sex Offender Registry Check	
➤ Evidence of National Sex Offender Registry Check	
➤ Evidence of Sexual Harassment Training – Annually	
➤ Virtus / Protecting God's Children (completed)	
➤ Signed Code of Pastoral Conduct	
➤ Signed Sexual Misconduct Norms	
➤ Signed Code for the Pastoral Use of Technology and Social Media	
➤ Mandated Reporter Initial Training / Annual Retraining Certificate	
REQUIRED DOCUMENTATION	Checked
➤ Contracts	
➤ Employee Evaluations	
➤ Annual Professional Goals	
➤ Evidence of Professional Growth	
➤ Evidence of Catechetical Professional Growth	
➤ Blood Borne Pathogens Annual Quiz Result/Certificate	
➤ Documentation of Principal / Teacher Conference	
➤ Attendance Record	
➤ Leave of Absence (if applicable)	
➤ Plan for Growth Documentation (if applicable)	

*A Frontline Application must be completed and submitted with the applicant's electronic signature.