

# DIOCESE OF DES MOINES

## APPLICATION FOR CERTIFIED EDUCATIONAL POSITION

### I. PERSONAL INFORMATION:

Name: \_\_\_\_\_  
Last First Social Security #

Present Address: \_\_\_\_\_  
Street City State Zip Code

Permanent Address: \_\_\_\_\_  
Street City State Zip Code

Telephone: Present Address \_\_\_\_\_ Permanent Address \_\_\_\_\_  
FAX \_\_\_\_\_ E-mail Address \_\_\_\_\_

Are you a Roman Catholic?  Yes  No If yes, name of parish \_\_\_\_\_

### II. POSITION, EDUCATION AND EMPLOYMENT INFORMATION:

Are you applying to a specific school in the diocese?  Yes  No

If yes, name of school: \_\_\_\_\_

Position desired:  Administration  PreSchool  Substitute  K-6  
(Check those  Counselor  Talented/Resource  Full-Time  5-8  
that apply)  Media/Librarian  Teacher  Part-Time  9-12  
 Technology

If elementary (K-8) teacher, list the grades/subjects you are certified to teach in order of preference: \_\_\_\_\_

If secondary (9-12) teacher, list the subjects you are certified to teach in order of preference: \_\_\_\_\_

Would you be willing to direct or assist with extra curricular activities?  Yes  No

If yes, which activities: \_\_\_\_\_

#### Secondary Education:

Name of School	City	State	Zip	Date of Graduation
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#### College and Universities:

Name	City	State	Zip	Dates Attended	Degree & Date Received
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**Iowa License:**  Yes  No (If you hold a license continue)

**Folder No.** \_\_\_\_\_ **Class** \_\_\_\_\_ **Endorsements** \_\_\_\_\_  
**Approvals** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

**Professional Teaching/Administration:** (Include all educational employment)

<b>Years</b>	<b>School</b>	<b>Grade/Subject Position</b>	<b>Immediate Supervisor</b>	<b>Phone/E-mail</b>	<b>Reasons for Leaving</b>
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**Other Employment:** (Include all non-education employment)

<b>Employer</b>	<b>City State Zip</b>	<b>Kind of Work</b>	<b>Supervisor</b>	<b>Phone/E-mail</b>	<b>Reasons for Leaving</b>
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**Personal/References** – (List at least three personal references)

<b>Name</b>	<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone/E-mail</b>	<b>Occupation</b>
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**Professional Growth** - List the workshops, seminars, courses and professional reading in which you have participated in the last two years:


Have you failed or refused to fulfill a contract of employment entered into with any school system?  Yes  No

Are you under contract for the upcoming academic year?  Yes  No

If yes, can you secure a release?  Yes  No Date available \_\_\_\_\_

Have you ever been convicted of a crime of abuse, harassment or exploitation?  Yes  No

Has any civil or criminal complaint, or any other written complaints, ever been made against you relating to abuse, harassment or exploitation?  Yes  No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of abuse by you, or relating to civil or criminal complaints for abuse of others?  Yes  No

Have you ever been dismissed from any position because of immoral conduct  Yes  No  
unprofessional conduct  Yes  No  
unfitness for service  Yes  No  
unsatisfactory service?  Yes  No

Have you ever been charged or convicted of any felony or misdemeanor (other than minor traffic offenses)?  Yes  No

Did you ever enter into an agreement with any past employer not to divulge the true reason for termination of employment?  Yes  No

**Please request your credential file be sent to us. Please attach a written summary of your reasons for applying to a Catholic school.**

**EMPLOYMENT DOCUMENTATION:**

I understand that according to federal law all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their legal authorization to work in the U.S. I understand that any offer of employment will, therefore, be contingent on my ability to produce the required documentation within the time period required by law.

**BACKGROUND CHECKS: (Please read carefully)**

If you wish to be considered for employment in any of the Catholic schools in the Diocese of Des Moines, you must submit to several kinds of background checks. The background checks will include, but are not limited to, job related matters and criminal offenses, including sexual misconduct.

The applicant must complete the attached forms and return them signed with the completed application.

Return to:

\_\_\_\_\_  
Signature of Applicant

**Diocese of Des Moines**

**ADDENDA**  
**To the Educational Employment Application**

**APPLICANT RELEASE STATEMENT:**

I hereby affirm that the information provided on the application is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

Realizing, as Church, the importance of protecting youth and other vulnerable populations, I hereby consent and authorize an investigative consumer report to be conducted if deemed appropriate by the Diocese of Des Moines, any parish, school, or related Catholic institution. Public records may be used in this report, such as civil and criminal records and driving records, as well as personal interviews, as needed. I realize this inquiry may include information regarding my character, general reputation, a criminal background check and motor vehicle report. I release the Diocese of Des Moines, any parish, school, or related Catholic institution and their agents from liability associated with obtaining that inquiry.

This consumer report will be used for employment/volunteer selection purposes and may be subject to the Fair Credit Reporting Act (FCRA). I may receive a free copy of this report. Before any adverse action is taken based on this report, I will receive a copy of the report and notice of my rights under the FCRA.

**BACKGROUND CHECK FORMS: (Please complete all forms)**

**Investigative Consumer Report**

The following information is required to conduct an investigative consumer report. All reasonable precautions will be used to protect your privacy.

Date of Birth: \_\_\_\_\_ Full Legal Name (printed): \_\_\_\_\_

Home Address: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_  
(Only if required to drive a school vehicle or any other vehicle on school sponsored activities or events.)

Social Security Number: \_\_\_\_\_ Gender:  Male  Female

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of School

Iowa Department of Human Services  
**AUTHORIZATION FOR RELEASE OF CHILD ABUSE INFORMATION**

This form must be used to authorize release of child abuse information when the person requesting the information does not have independent access to it under Iowa law. Complete a separate form for each person about who information is requested. Send both copies to the Central Abuse Registry, Iowa Department of Human Services, Hoover Building, Fifth Floor, Des Moines, Iowa 50319-0114.

<b>PART A: To be completed by the person requesting information.</b>				
1.	Requester <b>Diocese of Des Moines</b>			
	Address <b>601 Grand Avenue</b>			
	City <b>Des Moines</b>	State <b>Iowa</b>	Zip <b>50309</b>	Phone Number <b>(515) 237-5085</b>
	The information concerns:			
2.	Name (first, middle initial, last):			
	Maiden Name or Alias (if applicable)	Birth Date	Social Security Number	
3.	What is the purpose of your request for child abuse information? <b>Potential Employee or Volunteer</b>			
4.	I have read and understand the legal provisions for handling child abuse information which are printed on the back of this form.			
Diocesan Representative's Signature:				Date

<b>PART B: To be completed by the person authorizing the Department of Human Services to release child abuse information.</b>	
I understand that my signature authorizes the requester to receive information to verify whether I am named on the Child Abuse Registry in a child abuse report as having abused a child (Iowa Code 235A.15). To the best of my knowledge, all or part of the information contained in Part A of this form is correct.	
Applicant or Volunteer's Signature:	Date

<b>PART C: To be completed by the Central Abuse Registry or designee.</b>	
1. <input type="checkbox"/> The person named in item A-2 is listed on the Child Abuse Registry as having abused a child. 2. <input type="checkbox"/> The person named in item A-2 is not listed on the Child Abuse Registry as having abused a child. 3. <input type="checkbox"/> This request for information is denied because the form is incomplete.	
DHS Representative's Signature:	Date:
Comments:	

## **LEGAL PROVISIONS FOR THE HANDLING OF CHILD ABUSE INFORMATION**

### **Redissemination of Child Abuse Information (Iowa Code 235A.17)**

A person, agency, or other recipient of child abuse information shall not redisseminate this information. However, redissemination is permitted when all of the following conditions apply:

- The redissemination is for official purposes in connection with prescribed duties or, in the case of a health practitioner, pursuant to professional responsibilities.
- The person to whom the information would be redisseminated would have independent access to the same information under Iowa Code Section 235A.15.
- A written record is made of the redissemination, including the name of the recipient and the date and purpose of the redissemination.
- The written record is forwarded to the Registry within 30 days of the redissemination.

### **Criminal Penalties (Iowa Code 235A.21)**

- Any person is guilty of a criminal offense when the person:
  - Willfully requests, obtains, or seeks to obtain child abuse information under false pretense.
  - Willfully communicates or seeks to communicate child abuse information to any agency or person except in accordance with Iowa Code Sections 235A.15 and 235A.17.
  - Is connected with any research authorized pursuant to Iowa Code Section 235A.15 and willfully falsifies child abuse information or any records relating to child abuse.
- Upon conviction for each offense, the person shall be punished by a fine of up to \$1,000 or imprisonment for not more than two years, or by both fine and imprisonment.
- Any person who knowingly, but without criminal purposes, communicates or seeks to communicate child abuse information except in accordance with Iowa Code Sections 235A.15 and 235A.17 shall be fined not more than \$100 or be imprisoned not more than ten days for each such offense.
- Any reasonable grounds for belief that a person has violated any provision of Iowa Code Chapter 235A shall be grounds for the immediate withdrawal of any authorized access that the person might otherwise have to child abuse information.

# **Code of Conduct for Personnel**

## **Diocese of Des Moines**

### **I. Introduction**

Personnel of the diocese uphold Christian values and conduct. They also know that God's goodness and graces support them in their work. In following the Gospel, they are to act properly at all times. The conduct of personnel, both public and private, has the potential to inspire and motivate people, or scandalize and jeopardize their faith.

This Code of Conduct establishes a framework for ethical behavior for personnel. Personnel must be aware of the responsibilities that accompany their work. This code is also intended to stimulate discussion within the Church community in order to broaden consensus on standards of practice and further refine them. These standards cannot address all the ethical questions which involve personnel; nor does it supersede canon or civil law. Current and new employees are to receive training and education about this Code of Conduct.

Responsibility for adherence to this Code of Conduct rests with personnel themselves. Disregard of these standards will be dealt with by the appropriate authorities. Remedial action may take various forms from counseling to removal from the position and/or termination of ministry/employment.

(\* For purposes of this Code of Conduct, "personnel" includes those listed in Appendix A of this document.)

### **II. General Principles**

The following principles have guided the development of this Code of Conduct.

## **Integrity**

Personnel are persons of integrity and conduct themselves in an honest and open manner, free from deception or corruption.

## **Respect for Others**

Personnel respect the rights, dignity and worth of each person, respecting each individual as a creation of God. Personnel are sensitive to cultural differences among people and appreciate the opportunities that diversity brings.

## **Well Being**

Personnel attend to their own human, spiritual, intellectual, and pastoral well-being, and support others in their developing well being.

## **Competence**

Personnel maintain high levels of professional competence in their particular work. Training, education and experience all contribute to make them competent and credible in their areas of expertise.

## **III. Standards for Conduct In Professional Relationships**

### **1. ADMINISTRATION**

*Personnel exercise just treatment of others in day-to-day operations.*

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1.1 Personnel relate to all people with respect, sensitivity and reverence. Meetings/conversations are conducted with patience and courtesy respectful of the views of others, in an environment where it is safe for others to offer constructive criticism.

1.2 Personnel empower others, supporting each person to live the life to which God calls them. They work in ways that respect the different talents people bring to the Church.

1.3 Personnel exercise responsible stewardship of all resources. They ensure that in their area of work, there is a clear accounting of all funds and materials. Parish finances are to be managed in cooperation with the parish finance council as required by canon law.

## **2. CONDUCT IN COUNSELING**

*Personnel who conduct counseling for families, individuals, or groups, respect their rights and advance the welfare of each person.*

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2.1 Personnel do not exceed their competence in counseling situations. The parameters are dictated by their training, certification, or licensure from the state of Iowa.

2.2 If conducting group sessions, individuals are not subject to trauma or abuse resulting from group interactions. Personnel must state to group participants the nature of the group, and the parameters of confidentiality of all individual disclosures.

2.3 Personnel do not disclose information learned from counseling sessions. Personnel should inform the counselee that confidentiality is limited when there is clear and imminent danger to the client or to others. In such cases, personnel must contact the necessary authorities or other professionals.

2.4 In cases where the counselee is in a counseling relationship with another professional, personnel should make clear what services they can provide to the counselee.

2.5 Personnel who leave their position while conducting counseling should help make appropriate referrals for continued care. When possible personnel should provide those whom they are counseling thirty days written notice they are leaving their position.

2.6 Personnel ordinarily do not begin a counseling relationship with someone with whom they have a preexisting relationship (i.e., employee, professional colleague).

2.7 Personnel are forbidden to engage in sexual conduct with those whom they counsel.

2.8 Physical contact with the counselee should be avoided. In situations where physical contact is initiated by a counselee, use sound discretion and moderation.

2.9 It should always be clear to both the personnel and the counselee that a counseling relationship is in process. This presumes that counseling is conducted in an appropriate setting and at appropriate times. Counseling should not be done in private living quarters or at places or times that would be ambiguous or misleading to the counselee.

2.10 Personnel maintain appropriate boundaries in all counseling relationships. During the course of the counseling relationship, personnel ordinarily do not engage in socializing with counsees.

2.11 Personnel who conduct counseling should exercise personal accountability by engaging in professional peer consultation and/or supervision as appropriate and maintain a written record of all counseling sessions.

2.12 When personnel are unable to provide appropriate assistance, they should advise the party/parties that he/she can no longer provide counseling and refer the counselee to other counselors.

### 3. CONDUCT WITH MINORS

*Personnel working with minors should use appropriate judgment to ensure trusting relationships marked by personal and professional integrity. There are times when one-on-one involvement with minors is unavoidable. If it is necessary to depart from these guidelines, adults should be aware of any departure and be able to explain their actions as conforming to principles of Christian ministry.*

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3.1 Personnel must be aware of their own vulnerability and that of any individual minor with whom they may be working. In every instance possible, a team approach to youth activities should be considered. Personnel should avoid establishing any exclusive relationship with a minor and exercise due caution when they become aware of a minor desiring such a relationship.

3.2 Avoid physical contact when alone with a minor. In situations where physical contact is necessary and proper, use sound discretion and moderation. If a minor initiates physical contact out of affection, an appropriate response is proper if not prolonged.

3.3 Seek more than one responsible adult to be present at events involving minors, such as games and athletic activities.

3.4 Personnel do not use or supply alcohol and/or illegal drugs when working with minors.

3.5 Personnel do not provide any sexually explicit, inappropriate, or offensive material to minors.

3.6 Other than a close familial relationship, church leaders should not provide shared or private, overnight accommodations for individual young people including, but not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.

3.7 Personnel should know and understand the Diocesan policy regarding sexual abuse by clergy and Diocesan procedures contained in this code for reporting misconduct involving minors.

#### **4. SEXUAL CONDUCT**

*Personnel do not exploit the trust of the community for sexual gain or intimacy.*

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4.1 Personnel are not to exploit persons for sexual purposes.

4.2 It is the personal and professional obligation of personnel to be knowledgeable about what constitutes sexual exploitation of another and to be familiar with the laws of the State of Iowa regarding sexual exploitation, sexual harassment, sexual abuse, and sexual assault.

4.3 Personnel who have made a commitment to celibacy are called to witness this in all relationships. Likewise, those who are single or who have made a marital commitment are called to witness to this fidelity in all their relationships.

4.4 Allegations of illegal misconduct will be reported to the authorities. Any sexual exploitation of others is contrary to the policy of the diocese.

4.5 Personnel should be knowledgeable of and comply with the State of Iowa mandatory reporting requirements, as well as the diocesan Code of Conduct and policies on sexual abuse.

## **5. PROFESSIONAL BEHAVIOR**

*Personnel do not engage in physical, psychological or verbal harassment of employees, volunteers, or others and will not tolerate such harassment by other employees or volunteers.*

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5.1 Personnel are committed to providing a professional work environment for their employees, which is totally free from such harassment. Personnel should strive for a work environment that is free from intimidation and harassment based on any of these factors.

5.2 Harassment encompasses a broad range of physical or verbal behavior, which can include, but is not limited to, the following:

physical or mental abuse;

racial insults;

derogatory ethnic slurs;

unwelcome sexual advances or touching;

sexual comments or sexual jokes;

requests for sexual favors used as a condition of employment or affecting any personnel decision such as hiring, promotion, or compensation;

treating someone less favorably based upon their gender;

display of offensive materials.

5.3 Harassment can occur as a result of a single incident or a pattern of conduct which results in the creation of a hostile, offensive, or intimidating work environment.

5.4 Personnel are to follow the established procedure for reporting of harassment, and are to ensure that no retaliation for bringing forward a claim of harassment will be tolerated. (cf Diocesan Board of Education regulation 471.1)

5.5 Personnel are to ensure that there is a clear policy on reporting harassment for both employees and volunteers. (cf Diocesan Board of Education policy 471)

## **6. CONFIDENTIALITY**

*Information disclosed to personnel during the course of counseling, advising, spiritual direction and any other professional contact shall be held in strictest confidence.*

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6.1 Individuals who come to personnel should feel that they are entering a relationship marked by respect, trust and confidentiality.

6.2 Personnel are bound to safeguard the confidentiality of any notes, files, or computer records pertaining to professional contact with individuals.

6.3 If consultation with another professional becomes necessary, utmost care should be taken to do so only by using non-identifying information; when this is not possible, the other professional must be bound to the same degree of confidentiality as the personnel. If the other professional is not so bound, the disclosure should not be made.

6.4 When consultation is necessary, personnel must exercise great care to limit the content of the information to be shared. Personnel must first determine: what is the

precise information that personnel needs to have shared; with whom is the information to be shared; and why does it need to be shared.

6.5 Knowledge that arises from professional contact may be used in teaching, writing and preaching or other public presentations only when effective measures have been taken to absolutely safeguard individual identity and confidentiality.

6.6 Except as provided above with respect to consultation, confidential information can be disclosed only with the written, informed consent of the individual. In legal proceedings in which personnel is a defendant and the allegations stem from a professional contact, the disclosure of confidential information gained in that contact is permitted only to the minimum necessary to achieve the purpose of defense.

6.7 When entering into a counseling or pastoral relationship with an individual, personnel instruct the individual from the outset regarding several exceptions to the ordinary rights to confidentiality: threats of self-inflicted harm to the individual and threats against others because of the individual's emotional status or behavior. Threats of self-harm may also include suicidal ideation with a plan to commit the act and/or plans to commit violence against another. In these situations, which pose a grave risk for the individual's welfare and the welfare of others, communication of information to a parent or legal guardian and /or to the civil authorities should occur expeditiously with or without the consent of the individual.

6.8 Under no circumstances whatsoever can there be any disclosure, even indirect, of information received through the confessional.

## **7. REPORTING MISCONDUCT**

*Personnel have a responsibility to report ethical misconduct on the part of other personnel.*

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7.1 In cases where there are indications of illegal actions by personnel, notification should be made immediately to the proper civil and Church authorities.

7.2 In cases where there are indicators of unethical, but not illegal actions by personnel, notification should be made to the proper Church authorities.

7.3 All accusations and concerns, either past or present, involving the sexual abuse of a minor and/or adult sexual exploitations, as defined by Iowa law, must be reported promptly to the Vicar General or the Chancellor.

7.4 In cases relating to the sexual abuse of a minor by clergy, the Diocese of Des Moines Policy Regarding Sexual Abuse of a Minor by a Member of the Clergy will pertain. Other allegations of unethical misconduct will be investigated by the diocese and restrictions/termination of ministry/employment may be imposed. Diocesan protocol and procedures will be followed to insure the rights of all involved and to facilitate justice for the aggrieved.

7.5 Where circumstances dictate, the reporting and investigation procedures set forth under Iowa Administrative Code Section 281.102 should be followed. (cf DBE policy 471 and regulation 471.1)

## **8. ELECTRONIC COMMUNICATIONS**

*Information and technology resources are used to support the pastoral, educational, instructional and administrative endeavors of church leaders.*

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8.1 Under no circumstances shall any postings, voicemail, e-mail or Internet originating at diocesan or parish property be in violation of teachings of the Catholic Church, the letter or spirit of the diocesan Equal Employment Opportunity or Sexual Harassment policies or the restrictions against 501c(3) tax exempt organizations. Communication tools should not be used for personal gain, partisan political activity, for gambling, or to solicit others for activities unrelated to diocesan business. Under no circumstances can

electronic communications be used to carry defamatory, discriminatory or obscene material.

8.2 The intended transmission or reception of any material in violation of any national, state or local regulation is prohibited. The intended transmission or reception of materials such as pornography that would violate the moral teaching of the Catholic Church or be scandalous to the Church on diocesan or parish equipment is also prohibited.

8.3 The diocese respects the personal privacy of its personnel. However, because communication tools are provided for business purposes, personnel rights of privacy in this context are quite limited. There should be no expectation that any information transmitted or stored on diocesan or parish equipment is, or will remain, private. In the course of their duties, system operators and managers may monitor employee use of the Internet or review the contents of stored or transmitted data. E-mail should not be considered a confidential means of correspondence. Illegal activities or usage will be reported to law enforcement.

8.4 Violations of these procedures can result in responses ranging from denial of future access to termination of ministry/employment.

### ***Acknowledgment***

*The Diocese of Des Moines gratefully acknowledges the valuable assistance provided by the Archdioceses of Dubuque and Milwaukee, and the Dioceses of Davenport and Sioux City.*

# Appendix A

"Personnel" includes the following categories:

- A. All incardinated clerics.
- B. All priests and deacons who have the faculties of the Diocese of Des Moines.
- C. All those non-ordained persons to whom participation in the exercise of the pastoral care of the parish is entrusted according to Canon 517, Section 2, of the *Code of Canon Law*.
- D. All clerics or seminarians of other dioceses or religious communities who are working for the diocese or diocesan entities.
- E. All religious working for the diocese or diocesan entities.
- F. All staff of St. Thomas More Center in Panora.
- G. All staff in the offices, parishes, Catholic schools, and religious education programs of the diocese or diocesan entities.
- H. All volunteers in the offices, institutions, and programs listed in #F and #G who have continuing contact with minors (e.g., an average of one hour per week).
- I. Such other personnel as designated by the Bishop of Des Moines.
- K. All seminarians of the diocese.

Note: Catholic corporate entities within the Diocese of Des Moines that are listed in *The Official Catholic Directory* or the Diocesan Directory that do not have the Bishop of Des Moines as their President are not covered by this policy (e.g., Catholic colleges, hospitals, religious communities).

# Diocese of Des Moines

## ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF THE CODE OF CONDUCT FOR THE PROTECTION OF CHILDREN AND YOUTH

This is to acknowledge that I have received and reviewed a copy of the “Code of Conduct for the Protection of Children and Youth” of the Diocese of Des Moines.

I understand that I am responsible for complying with the policies as stated and should refer any questions to my immediate supervisor or the Diocesan Human Resources Department (515-237-5085) for clarification. I further understand that the Diocese reserves the right to change, modify and/or revise any of the policies at any time.

Employee's/Volunteer's Signature \_\_\_\_\_

Employee's/Volunteer's Name \_\_\_\_\_

Parish/School/Agency \_\_\_\_\_

Date \_\_\_\_\_

Position \_\_\_\_\_

**Employer: Please send the completed:**

- Applicant Release Statement
- Authorization for Release of Child Abuse Information
- Acknowledgment of Receipt and Review of the Diocesan Code of Conduct

To: Diocese of Des Moines  
Human Resources  
601 Grand Avenue  
Des Moines, IA 50309-2501