



## DIOCESE OF HARRISBURG – OFFICE OF YOUTH PROTECTION

# ADULT PAID POSITION DISCLOSURE STATEMENT

**NOTE:** The Diocese of Harrisburg requires **all** adults in paid positions at any entity within the Diocese to provide background record checks. These checks will incorporate the requirements of the Child Protective Services Law (CPSL) **23 Pa. C.S. Section 6344** relating to employees having contact with children and the United States Conference of Catholic Bishops' *Charter for the Protection of Children and Young People*. This form is not to be completed as part of the employment application process. Neither is it to be completed prior to an offer of employment. Employment is not guaranteed. Employment may **not** begin until the processing of criminal background record checks has been completed and the results have been reviewed.

As an applicant within the Diocese of Harrisburg, I am aware that I must provide the following clearances, which must be less than 12 months old, prior to commencement: **Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse History Clearance**. I swear/affirm that that these State clearances were not provided free of charge for an unpaid position. I am aware that any prior act of child abuse will permanently disqualify me from employment status. As a condition of ongoing employment I am aware that I will be required to renew my criminal background record checks every **five (5)** years. I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Child Protective Services Law.

The following paid positions must also provide a Federal Bureau of Investigation Fingerprint-based Criminal Background Check. Please select **one** of the following, **if applicable**:

- I am a Priest
- I am a School Employee       I am a School Vendor
- I am a Parish Employee with responsibility for Youth (e.g. Director/Coordinator of Religious Education, Youth Minister, Director of Music or Choir Director)
- I am a Catholic Charities Employee

In addition, **all paid personnel** must certify Pennsylvania residency. Please select one of the following:

- I have been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have only maintained a home mailing address in Pennsylvania during said period.
- I have **not** been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have maintained a home mailing address(es) outside of Pennsylvania during said period; therefore, I understand I am required to obtain a clearance through the Federal Bureau of Investigation Fingerprint-based Criminal Background Check.

I am aware that past conviction of certain crimes and offenses also permanently disqualifies me from employment status. I swear/affirm that I have not been convicted of one or more of the following crimes reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- Chapter 25 (relating to criminal homicide)
  - Section 2702 (relating to aggravated assault)
  - Section 2709.1 (relating to stalking)
  - Section 2901 (relating to kidnapping)
  - Section 2902 (relating to unlawful restraint)
  - Section 2910 (relating to luring a child into a motor vehicle or structure)
  - Section 3121 (relating to rape)
  - Section 3122.1 (relating to statutory sexual assault)
  - Section 3123 (relating to involuntary deviate sexual intercourse)
  - Section 3124.1 (relating to sexual assault)
  - Section 3124.2 (relating to institutional sexual assault)
  - Section 3125 (relating to aggravated indecent assault)
  - Section 3126 (relating to indecent assault)
  - Section 3127 (relating to indecent exposure)
  - Section 3129 (relating to sexual intercourse with animal)
  - Section 4302 (relating to incest)
  - Section 4303 (relating to concealing death of child)
  - Section 4304 (relating to endangering welfare of children)
  - Section 4305 (relating to dealing in infant children)
  - Section 5902(b) (felony offense relating to prostitution and related offenses)
  - Section 5903(c) or (d) (relating to obscene and other sexual materials and performances)
  - Section 6301(a)(1) (relating to corruption of minors)
  - Section 6312 (relating to sexual abuse of children)
  - Section 6318 (relating to unlawful contact with minor)
  - Section 6319 (relating to solicitation of minors to traffic drugs)
  - Section 6320 (relating to sexual exploitation of children)
- A felony offense under the Act of April 14, 1972 (P.L. 233.No.64) known as the Controlled Substance Drug Device and Cosmetic Act



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I swear/affirm that I have not been involved in the attempt, solicitation or conspiracy to commit any of the offenses set forth above. I understand that I will be dismissed if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances.

I am aware that I am also prohibited from prospective employment status if I have been convicted of ANY felony of the first, second or third degree not listed above for a period of ten (10) years after the expiration of the sentence. Further, conviction of ANY first degree misdemeanor will prohibit employment for five (5) years after the completion of the sentence.

I swear/affirm that I will disclose before beginning any employment position if I have ever been convicted of driving under the influence of alcohol or a controlled substance, and acknowledge that this may affect my eligibility for employment. I am aware that a second offense of driving under the influence of alcohol or a controlled substance, graded as a first degree misdemeanor, will result in a three (3) year prohibition on hiring from the date of the completion of the sentence for the most recent offense. However, I understand that the Diocese retains the right to refuse permission for employment for any reason that, in its judgment, renders the applicant unsuitable to serve in that capacity.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the Pastor, Principal, Administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that the person responsible for the approval of employment decisions must demand an employee produce new background clearances if he/she has a reasonable belief that I have been arrested for or convicted of a crime that would require disqualification from employment involving contact with children or I have been named the subject of an indicated or founded report of child abuse. The cost of new clearances shall be borne by the entity or program, activity or service by which I am employed.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of employment.

I understand that I must complete the state mandated reporter training for recognizing and reporting child abuse through the University of Pittsburgh's Child Welfare Resource Center (PA CWRC).

I understand that the person responsible for employment decisions and the Youth Protection Office of the Diocese of Harrisburg are required to maintain copies of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_

**Please sign this form in the presence of a witness.**

Date: \_\_\_\_\_

Last Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Any Previous Name(s) or Alias(es): \_\_\_\_\_

Primary Location at which Employed \_\_\_\_\_