



CHECK LIST FOR CONTRACT WORKERS

<u>TO BE COMPLETED BEFORE A BACKGROUND CHECK CAN BE DONE</u> (and before contract worker can begin at any site)	
1. Personal Information Sheet (sexual abuse questions)	
2. Declarations (includes authorization for background check)	
3. Disclosure Form	
4. Code of Conduct (send complete Code of Conduct-not just signature page)	
5. Resume	
6. ADMINISTRATION - Background Check Completed	

ADDITIONAL REQUIREMENTS (to be completed on first day)	
1. Contract Agreement	
2. Verification of qualification (License, transcript)	
3. W-9 Form	
4. Confidentiality Agreement	
5. Conflict of Interest (send complete Conflict of Interest – not just signature page)	
6. Emergency Contact Sheet	
7. Electronic Set-up Form	
8. References (3)	
9. Attendance at Safe Environment Training Please indicate the date attended or plan to attend and send copy of certification. Here is the link to the Safe Environment Training Calendar: http://dioceseofraleigh.org/offices/child-and-youth-protection/calendar)	