



**Catholic Charities
of the Diocese of Raleigh**

Providing Help—Creating Hope—Serving All

Catholic Charities of the Diocese of Raleigh, Inc.
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ADMINISTRATION WILL NEED 5 WORKING DAYS AFTER RECEIVING ITEMS 1-5 LISTED BELOW, BEFORE AN OFFER OF EMPLOYMENT DECISION CAN BE MADE BY THE EXECUTIVE DIRECTOR.

1- Catholic Charities Application for Employment	
2- Disclosure of Request for Consumer Report	
3- Letters of Professional Reference (3)/Telephone Notes (signed and dated)	
4- Resume	
Background Check Completed	
<u>THE FOLLOWING ITEMS ARE TO BE FILLED OUT AND RETURNED TO THE ADMINISTRATIVE OFFICE BEFORE THE FIRST DAY OF EMPLOYMENT:</u>	
New Hire Form (to be completed by Regional Director & approved by Executive Director)	
Verification of qualifications (License, transcript, etc.)	
Employment Eligibility (I-9) (include supporting documentation)	
Federal Withholding Certificate Form W-4	
North Carolina Withholding Certificate Form NC-4	
Code of Conduct (send complete Code of Conduct - not just signature page)	
Conflict of Interest (send complete Conflict of Interest - not just signature page)	
Employee Confidentiality Agreement	
Emergency Information Sheet	
Insurance Enrollment Forms - Regular Full-Time Only (30 or more hours/week) (if declining send signature page indicating such)	
Payroll Direct Deposit Form	
Acknowledgment form for Employee Handbook	
Electronic Accounts Set-up Form (set-up will be done after all forms are received and approved by the Executive Director)	
403 (B) Investment Materials - Regular Full-Time (30 or more hours/week) and Regular Part-Time Only (20 or more hours/week) (informational only - does not need to be returned to Administrative Office)	
Designation of Beneficiary Form - Regular Full-Time Only	
<u>FOLLOW-UP BY ADMINISTRATION:</u>	
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	