



Providing Help—Creating Hope—Serving All

**CHECK LIST FOR STUDENT INTERNS – LEVEL C
(Master’s level, Bachelor’s level or other)**

Name: _____ Phone #: _____

Address: _____ City: _____ State: _____ ZIP _____

Degree Program: _____

School and Status: _____

Catholic Charities Placement: _____

Supervisor: _____

Responsibilities: _____

Date of placement From: _____ To: _____

Total agreed upon hours: _____ Days will be working: _____

| TO BE COMPLETED BEFORE A BACKGROUND CHECK CAN BE DONE (And before an intern can begin at any site) | |
|---|--|
| 1. Application for Intern Service (Level C) | |
| 2. Disclosure of Request for Consumer Report | |
| 3. Resume | |
| 4. Code of Conduct (send complete Code of Conduct-not just signature page) | |
| 5. Conflict of Interest Policy (send complete Conflict of Interest-not just signature page) | |
| 6. ADMINISTRATION - Background Check Completed | |
| ADDITIONAL REQUIREMENTS | |
| 1. Confidentiality Agreement | |
| 2. Emergency Contact Sheet | |
| 3. Electronic Accounts Set-up Form | |
| 4. Attendance at Safe Environment Training (Level C interns should attend safe environment training prior to beginning their role. 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) | |