

**ST. CHARLES SCHOOL AND PARISH
BACKGROUND SCREENING INSTRUCTIONS**
New Employee

PART 1: Return these 3 documents to the school or parish office

1. Complete the enclosed **Application for Employment**
2. Complete and sign the enclosed **Applicant Disclosure**
3. Complete and sign the enclosed **Applicant Release**

PART 2: Online Safe Environment Training

1. The Diocese of Fort Wayne-South Bend is partnering with Catholic Mutual Group (CMG) to offer safe environment training for all adults who will minister to children. Go to <https://fortwaynesouthbend.cmgconnect.org/>. Follow the directions on the enclosed flier for creating an account and completing the safe environment training for a new employee. There are several videos on the CMG website you will be required to watch. Also, you will be required to view and mark that you read the employee manual on the CMG website.

Thank you for your prompt attention. Together we may bring peace and the love of God to all whom we serve in our parish and school.



DIOCESE OF
FORT WAYNE-SOUTH BEND
SAVE ENVIRONMENT PROGRAM