

# Faithful Healing

Preventing and Responding  
To Ministry-Related  
Child Sexual Abuse

Diocese of Fairbanks, Alaska  
September 2004

# Preamble

The Church in the United States is experiencing a crisis without precedent in our times. The sexual abuse of children and young people by some priests and bishops, and the ways in which we bishops addressed these crimes and sins, have caused enormous pain, anger, and confusion. Innocent victims and their families have suffered terribly. In the past, secrecy has created an atmosphere that has inhibited the healing process and, in some cases, enabled sexually abusive behavior to be repeated. As bishops, we acknowledge our mistakes and our role in that suffering, and we apologize and take responsibility for too often failing victims and our people in the past. We also take responsibility for dealing with this problem strongly, consistently, and effectively in the future. From the depths of our hearts, we bishops express great sorrow and profound regret for what the Catholic people are enduring.

Let there now be no doubt or confusion on anyone's part: For us, your bishops, our obligation to protect children and young people and to prevent sexual abuse flows from the mission and example given to us by Jesus Christ himself, in whose name we serve.

We repeat the words of our Holy Father in his Address to the Cardinals of the United States and Conference Officers: "There is no place in the priesthood or religious life for those who would harm the young."

*Charter for the Protection of Children and Young People, United States Conference of Catholic Bishops, 2002.*

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# INTRODUCTION

The Diocese of Fairbanks is committed to providing a safe environment for children and youth. This commitment is expressed in these policies for the protection of children and youth.

## **We believe**

That God's people have the right to healthy ministry and to quality pastoral care.

## **We believe**

That at the heart of this ministry is a relationship with God, a desire for holiness, and a commitment to live in right relationship with God's people.

## **We believe**

That the protection of those children and youth entrusted to the Church's care is of paramount interest.

## **We believe**

That those who work in the Church have grace-influenced power to do great good for children and youth. When that grace-influenced power is misused, it can result in great harm and unspeakable pain.

## **We believe**

That when a representative of the Church commits child sexual abuse, a unique type of emotional, spiritual, physical and psychological damage occurs.

## **We believe**

That the Church must continue to reach out to those who are victims of child sexual abuse with the very compassion of Jesus Christ.

## **We recognize**

Our responsibility to provide avenues of healing for those who are victims and for their families.

## **We recognize**

Our responsibility to observe the requirements of civil law regarding immediate reporting of suspected child sexual abuse and to willingly cooperate with civil authorities.

## **We recognize**

There are instances where the state may not prosecute an alleged child abuser even though a credible allegation has been made. Our standard requires us to take appropriate action to promote the safety of children and youth.

## **We recognize**

Our responsibilities as an employer. Church personnel are entitled to fair treatment under Church and civil law.

The Diocese of Fairbanks will work to produce a healthy and nurturing environment for our children and youth. We will strive to make our Church a safe environment for them. We will exclude from ministry, employment and volunteer service anyone whom we know poses a danger of child sexual abuse. We will ensure that victims are offered quality pastoral care and counseling. We will affirm the efforts of people who provide appropriate and loving outreach to the children and youth of the Diocese of Fairbanks.

# Child Sexual Abuse Policy

## Application

This policy applies to all parishes, schools, institutions, programs and ministries operating under the jurisdiction of the Diocese of Fairbanks.

## Definitions

The following definitions apply for purposes of this policy:

“Child sexual abuse” means conduct adversely affecting the health and well-being of a child under the age of 18 by infliction of sexual abuse or exploitation, including but not limited to all sexual offenses against children defined by state law.

“Children and Youth” includes all persons under 18 years of age.

“Church personnel” includes bishops, priests and deacons with faculties to function in this Diocese, seminarians of the Diocese, those enrolled in the Permanent Diaconate Formation Program, men and women religious working in the Diocese, employees, and volunteers.

“Indecent Exposure” means knowingly exposing one’s genitals in the presence of another person with reckless disregard for the offensive, insulting or frightening effect the act may have.

“Mental injury” means fear or mental distress.

“Physical injury” means a physical pain or an impairment of physical condition.

“Sexual abuse” means sexual contact, sexual exploitation or sexual penetration.

“Sexual contact” means knowingly touching, directly or through clothing, the victim’s genitals, anus or female breasts, or knowingly causing the victim to touch, directly or through clothing, the offender’s or victim’s genitals, anus or female breast. However, “sexual contact” does not include acts that may reasonably be construed to be normal caretaker responsibilities for a child, interactions with a child, or affection for a child. Neither “sexual contact” nor “sexual penetration” include acts for the purpose of administering a recognized and lawful form of treatment that is reasonably adapted to promoting the physical or mental health of the person being treated.

“Sexual exploitation” means allowing, permitting or encouraging a child to engage in sexual contact or sexual penetration with anyone, or allowing, permitting or encouraging a child to engage in lewd exhibition of the child’s genitals, anus or female breast.

“Sexual penetration” means genital intercourse, cunnilingus, fellatio, anal intercourse, or an intrusion, however slight, of an object or any part of a person’s body into the genital or anal opening of another person’s body.

## **Screening**

The Diocese of Fairbanks is committed to healthy ministry, and seeks to engage competent, qualified people. To protect children and youth, Church personnel will be screened for their fitness to work with minors.

All volunteers and employees in the Diocese shall complete an Application for Volunteers/Employees. The application shall ask specific questions about working with children and youth.

Background checks, including a criminal history check, will be required for those employees and volunteers working with children and youth, and for any other volunteer roles identified by the Bishop.

## **Reports of Sexual Abuse**

Child sexual abuse is a violation of state law. Some diocesan personnel (e.g. school personnel) are mandatory reporters under state law (Alaska Statute 47.17.020). All Church personnel of the Diocese of Fairbanks who have reasonable cause to suspect that a child has suffered harm as a result of sexual abuse by anyone shall immediately report the harm to the Department of Health and Social Services, State of Alaska (DHSS). (See Appendix 1, Telephone Numbers for Reporting Child Sexual Abuse)

If such a report is made, and the suspected abuser is one of the Church personnel, a report must also be made immediately to the Bishop.

There is a special situation with the clergy-penitent privilege. A priest or deacon is not required to report information he acquired in a privileged conversation. A priest is absolutely prohibited from revealing, in words or in any manner for any reason, information acquired from a sacramental confession. This confidentiality is recognized under Alaska law. (See Alaska Rules of Evidence 506)

Nevertheless, clergy are encouraged not to accept confidential communications concerning child sexual abuse outside of a sacramental confession.

Present abuse. Anyone who has reasonable cause to believe that child sexual abuse involving Church personnel is a present or recent concern must report the suspected abuse directly to civil authorities and should also notify the Bishop. Church personnel shall encourage such direct reporting.

Past abuse. The Diocese seeks to promote healing and reconciliation for those who have suffered abuse by Church personnel in the past. Such persons are encouraged to contact the Diocese's Assistance Coordinator. The Diocese will provide pastoral or other assistance when appropriate on a case-by-case basis.

The Diocese encourages complainants to report directly to civil authorities about suspected child sexual abuse. Nonetheless, if the Diocese should receive information providing reasonable grounds to believe that child sexual abuse may have been committed by anyone, the Diocese will report this to civil authorities in all cases.

## **Response to Child Sexual Abuse Report**

A sacred relationship exists between the Catholic Church and its members, whether they are children or adults. Child abuse of any kind and certainly child sexual abuse are matters of gravest concern. Knowledge of such abuse calls for a special response so that the safety of the child and the community is assured and healing can take place.

The first response must always be immediate and direct reporting to the proper civil authorities. If the alleged violator is one of our Church personnel, a report should also be made to the Bishop. The next response should be assistance to bring healing and pastoral care wherever that is possible. With this in mind, the Diocese of Fairbanks has designated a special Assistance Coordinator to coordinate response in situations of reported sexual abuse of minors by Church personnel.

When the Diocese is informed of allegations of child sexual abuse by any of its personnel, and after ensuring the allegations are reported to civil authorities, the Diocese must address the needs and rights of all involved – the person alleging abuse, the accused, and the parish/school community affected. The Assistance Coordinator will respond promptly to persons who contact the Diocese concerning child sexual abuse and will offer to meet with the caller. If the report concerns present abuse by any Church personnel, the caller will be encouraged to report the suspected abuse directly to civil authorities. As appropriate, the Assistance Coordinator will offer whatever outreach programs or other assistance that will best promote the healing and reconciliation of the person suffering abuse. This outreach may include professional counseling, spiritual assistance or other services.

After this call/meeting, the Assistance Coordinator will contact designated Diocesan officials to review the information provided by the caller. If the allegation is subject to reporting under A.S. 47.17.010-.020, and the caller has not already done so, the

Diocese will make a report to an appropriate authority under that statute. The Assistance Coordinator will inform the complainant that a report was made to civil authorities.

The Diocese will cooperate fully with civil authorities in their investigation of the charges. To ensure that there will be no interference or perceived interference in the investigation by civil authorities, any internal investigation by the Diocese will be coordinated with civil authorities while the civil or criminal investigation is pending.

## **Implementation and Duties**

To ensure the full implementation of this Child Abuse Policy and to provide a vehicle for accountability, the following positions will be created and filled with qualified persons:

Assistance Coordinator. An Assistance Coordinator will be designated by the Bishop to receive and coordinate the response to allegations of child sexual abuse against Diocesan personnel.

Child Protection Officer. The Bishop will appoint a Child Protection Officer to assist parishes and schools in implementing the child sexual abuse policy and developing “safe environment” programs. The Child Protection Officer may also serve as Assistance Coordinator.

Parish/School Coordinator. Each parish and school will designate one person to coordinate and ensure implementation of the policies and procedures required by this policy (e.g., background checks, training for personnel, etc.). The Pastor or Director of Schools, if not the designated person, is responsible for implementing child abuse policies at the parish/school.

Review Board. The Bishop will establish a Review Board. The Review Board will assist the Bishop in assessing allegations and fitness for ministry, and will regularly review Diocesan policies and procedures for dealing with sexual abuse of minors. The Review Board may also advise the Bishop on other related matters, at his request.

The Review Board shall review reports of child sexual abuse involving diocesan personnel and all actions taken by the Diocese to ensure the integrity of the process for responding to reports of child sexual abuse. The Board shall offer advice regarding investigations and all other responses required for implementing this policy. The Board shall oversee the Diocese’s handling of all such cases. In order to assist the Bishop in reducing and preventing incidents of child sexual abuse, the Review Board may examine policies and procedures and make recommendations for changes or the creation of new directives. The Review Board may act prospectively or retrospectively on these matters.

The Bishop shall appoint the members of the Review Board after consultation with appropriate Diocesan committees.

The Board shall be composed primarily of lay people who reflect the diversity of the Diocese, but a majority of whom are not in the employ of the Diocese. The members of the Review Board will be selected on the basis of their maturity, credibility, and ability to exercise independent judgment. At least one member shall be a priest, one member shall have particular expertise in the treatment of victims of sexual abuse of minors, and the entire board will receive special training in order to provide appropriate advice.

The Review Board will review Diocesan policies on child sexual abuse at least every two years.

## **Procedure When Clergy Are Accused of Abuse**

When an accusation is made against a cleric, and after civil authorities have been notified, a preliminary investigation of the accusation will be made by an Investigator delegated by the Bishop. If it has not already occurred, and unless civil authorities request otherwise, the accused individual also will be informed of the allegation by the Bishop or his Investigator and will be given every opportunity to respond to the charges.

In the case of a cleric, member of a religious institute or holder of ecclesiastical office, the Bishop will ordinarily place the person accused of sexual abuse on administrative leave and will encourage an outside professional assessment of the person accused. Should this be a cleric, canon law will be followed. (These three categories of persons are singled out because of their unique relationship to the Bishop or superior and because they are subject in a particular way to canon law. Decisions regarding such individuals will be guided by procedures of canon law.)

The Investigator shall obtain information about the cleric's file or background, make appropriate inquiries about the allegations, and make a report of all available information for presentation to the Bishop and the Review Board.

The Review Board shall evaluate allegations of child abuse by priests or deacons in order to advise the Bishop on whether or not there is reasonable cause to suspect that the accused cleric engaged in such abuse. On the basis of that evaluation, the Board shall make recommendations to the Bishop about the following:

1. If the cleric has already been temporarily withdrawn from ministry pending inquiry, whether such withdrawal should continue; if the withdrawal should not continue, whether any restrictions should be imposed on the cleric returning to ministry;
2. If the cleric has not been temporarily withdrawn from ministry, whether he should be withdrawn, whether he should continue in his assignment and, if so, whether any restrictions should be imposed upon him;

3. Whether the preliminary actions taken by the Investigator were appropriate and whether further action by the investigator is required;
4. Whether the file may be closed at this stage of the proceedings or held open pending further action by civil authorities, further inquiry by the Investigator, or further action by the Board;
5. If the cleric's conduct does not constitute child sexual abuse, but is otherwise inappropriate, the Board may recommend further action to be taken by the Bishop.

Upon receiving and considering the recommendations of the Review Board, the Bishop is required by canon law to make an independent determination of whether it is probable that an accused cleric has committed child sexual abuse. If he decides that it is probable, he shall transmit the matter to the Congregation for the Doctrine of the Faith, which will advise him on how to proceed further. The Congregation alone holds the authority to institute or direct the Bishop to institute a trial to determine, with moral certitude, whether or not the cleric committed child sexual abuse, and whether he shall be subjected to expiatory penalties, including dismissal from the clerical state.

## **Procedure When Lay Professional Employees or Volunteers Are Accused of Abuse**

An accused employee or volunteer who is not a cleric, member of a religious institute or holder of ecclesiastical office may be placed on administrative leave pending the outcome of the internal and/or civil investigation or may be terminated. Diocesan officials will coordinate with the accused individual's supervisor on this decision. The Investigator designated by the Bishop and the Review Committee will proceed as in the case of allegations against a cleric, except that the Bishop will make the final decision on whether or not the lay person accused has probably committed child sexual abuse, and, if so, will terminate the person's employment or volunteer service.

## **Outreach Offered in All Cases**

When allegations of child sexual abuse have been made, and pending the results of the investigation into those allegations, the Diocese will reach out to persons affected. The Assistance Coordinator will keep in contact with the victim/accuser (or the parent or guardian of a minor), and his or her family, if appropriate. Psychological counseling and/or pastoral care may be offered in the spirit of Christian justice and charity. When counseling is paid for by the Diocese, the therapist must be one authorized by the Diocese. Whenever possible, the therapist will be one who specializes in the treatment of victims of child abuse.

Within the confines of respect for the privacy and the reputations of the individuals involved, the Diocese will deal as openly as possible with members of the community, providing assistance and support to communities directly affected by alleged ministerial abuse of minors.

Since the need to protect children who may be at risk and the safety of the community are always paramount, the Bishop, at his discretion and according to the norms of civil and canon law, may take further action to ensure that safety when there has been an allegation of child sexual abuse. The Bishop will also consider the rights and reputation of the person accused.

## **Possible Outcomes of Child Sexual Abuse Report**

There are three possible outcomes of the civil and/or internal investigation and assessment process:

- 1. The allegation may be substantiated or found credible, either through the admission or lack of denial by the perpetrator, through the investigation, or through the evaluation process.**

If an allegation of child sexual abuse is substantiated or found credible, the person accused will have been reported to a governmental authority and will be subject to the sanctions of criminal and/or civil law. When any cleric, member of religious institute or holder of ecclesiastical office is found guilty under secular law of child sexual abuse (or when it appears that an allegation of child sexual abuse against such a person is true), the Bishop shall proceed according to the norms of canon law. An offending priest or deacon will be permanently removed from ministry.

When any employee or volunteer of the Diocese who is not a cleric, member of a religious institute or holder of ecclesiastical office is found guilty of child sexual abuse, or when it appears that an allegation of child sexual abuse against such a person is true, the individual will be terminated from employment, volunteer service, or any other position of responsibility within the Diocese, if termination has not earlier occurred.

Additionally, when an allegation of child sexual abuse is substantiated or appears to be true, the Diocese may seek repayment from the offender for the cost of therapy provided to the victim, and for other costs related to the abuse.

The Assistance Coordinator will inform the parties regarding the outcome of the investigation. Arrangements for the ongoing psychological and pastoral care of the victim may be made.

- 2. The allegation may be unsubstantiated, disproved or found not credible.**

If an allegation of child sexual abuse is unsubstantiated, disproved, or found not credible, the Assistance Coordinator will inform the parties of the outcome of the investigation. Continued efforts will be made to maintain the good name of the accused and provide for his or her well-being. The accused will be supported and assisted by the Diocese in efforts to restore his or her good name. If there are any steps that can be taken to assure a return to normal relationships in the parish, school, or entity involved, the Assistance Coordinator will consider these steps.

**3. The evidence supporting the allegation may be inconclusive to support a finding either way.**

If the evidence is inconclusive as to the validity of an allegation of child sexual abuse, or it is determined that the conduct complained of does not constitute child sexual abuse, two factors must be balanced. First, the safety and well being of the alleged victim and the community must be assured. Second, the rights of the accused must be considered.

Depending upon the charge and the nature of the evidence, lay employees or volunteers may be required to take corrective action or may be terminated according to the personnel policies of the Diocese in effect at the time. Clerics may be issued a warning as understood in canon law. It lies within the prudential judgment of the Bishop or his delegate to require psychological evaluation and treatment of the person accused.

The Assistance Coordinator will inform the parties involved of the outcome of the investigation and shall make efforts to minimize the impact on the alleged victim and the community. In these cases, the Assistance Coordinator may recommend that the alleged victim receive follow-up pastoral care or psychological counseling, as appropriate.

Whenever an investigation under civil or canon law raises questions of the continued fitness for ministry of a priest or deacon, the matter will be referred to the Review Board for further review and recommendation to the Bishop.

## **Transfer of Clergy**

No priest or deacon who has committed an act of child sexual abuse of a minor will be transferred for ministerial assignment to another diocese/eparchy or religious province. Before a priest or deacon can be transferred for residence to another diocese/eparchy or religious province, his Bishop/eparch or religious ordinary shall forward, in a confidential manner, to the local Bishop/eparch and religious ordinary (if applicable) of the proposed place of residence any and all information concerning any act of sexual abuse of a minor by the priest or deacon, and all other information that tends to show he has been or may be a danger to children or young people (CF. National Conference of Catholic Bishops and Conference of Major Superiors of Men, *Proposed Guidelines on the Transfer or Assignment of Clergy and Religious*, 1993.)

## Prevention and Education

The Diocese of Fairbanks is committed to preventing and fully addressing child sexual abuse by any Diocesan personnel, and to recognizing and responding to signs of child sexual abuse in the children it serves. The following steps shall be taken:

Screening. Any cleric or religious applying for or proposed for assignment to ministerial services in a church, school or other entity operated by the Diocese must complete an application process which conforms with the guidelines of the United States Conference of Catholic Bishops for such clerics and religious. All Diocesan personnel as defined in this policy must complete the Diocesan *Background Check Request* and *Authorization* forms and undergo a criminal background check through the Diocese's Human Resources Office. Further background checking (including fingerprinting) is conducted through the State of Alaska for various daycare and pre-kindergarten positions, teachers and administrators. Ordinarily, this screening will be initiated on or before the beginning date of conditional employment or volunteer service.

Education. All Diocesan personnel whose ministerial duties regularly involve minors will be required to attend presentations or have other training dealing with the recognition of and reporting requirements for child abuse.

School Curriculum. The Diocese shall include in the curriculum of the schools it operates a component teaching children about safe touch, appropriate boundaries with adults, and other issues related to child physical and sexual abuse.

Child Protection Officer. A Child Protection Officer will be available to assist parishes and schools in implementing *Faithful Healing* and developing "safe environment" programs.

Distribution of Policy Statement. This policy statement will be distributed to all Diocesan employees. It will also be available to all interested parties on the Diocesan website and from the Child Protection Officer. Copies shall be available at all churches in the Diocese.

## **APPENDIX 1**

### **REPORTING CHILD SEXUAL ABUSE TO CIVIL AUTHORITIES**

**Emergency Reports** **911**

Office of Children's Services State of Alaska	(907) 451-2650
Alaska State Troopers	(907) 451-5100
Fairbanks Police Department	(907) 459-6500
North Pole Police Department	(907) 488-6902
University of Alaska Police Dept.	(907) 474-7721

## **APPENDIX 2**

### **REPORTING CHILD SEXUAL ABUSE TO DIOCESAN AUTHORITIES OF FAIRBANKS**

Bishop's Chancery Office (907) 374-9500

Child Protection Office/  
Victim Assistance Coordinator  
Fairbanks region: Barbara Thieme-Tolliver (907) 374-9516

Galena region: Barbara Thieme-Tolliver (907) 374-9516

Nome/  
Kotzebue region: Little Sisters of Jesus (907) 443-2094

Bethel/  
St. Mary's region: Sr. Kathy Radich, OSF (907) 358-2597

## APPENDIX 3

### *Child Sexual Abuse Resources*

#### LEGAL RESOURCES:

Lawyer Referral Service: 1-800-770-9999

(You may wish to contact an attorney who will inform you of your legal rights in this matter. Some attorneys offer initial consultation free of charge).

#### COUNSELING RESOURCES:

##### Fairbanks:

Fairbanks Community Mental Health 452-1575

Fairbanks Counseling and Adoption 456-4729

Resource Ctr. For Parents and Children 456-2866

Samaritan Counseling Center 452-4673

Tanana Chiefs Counseling Center 459-3800

##### Galena:

Mental Health Clinic 656-1617

##### Bethel:

Behavioral Health Clinic 543-6100

##### Nome/Kotzebue:

Norton Sound Mental Health Clinic 624-3058

(There are many qualified attorneys and counselors throughout the region working in private practice and other agencies. The Catholic Diocese of Fairbanks does not endorse any particular agency or professional provider).

## APPENDIX 4

### Statement of Receipt and Agreement

*Following is the text of the "Statement of Receipt and Agreement" which all employees and those regularly utilized as volunteers will sign. Candidates for orders who will be incardinated in the diocese must also sign this statement as must any cleric or lay person, including religious, who is ministering within the Diocese under the auspices of any Roman Catholic group with the approval of the Diocese.*

By signing this statement, I acknowledge that I have received the Policy Booklet: "Faithful Healing: Preventing and Responding To Ministry-Related Child Sexual Abuse". I have been given the opportunity to read and ask questions about the policy.

Further, by signing this agreement, I agree to abide by all the provisions contained in the booklet. I understand that this agreement is required for me to serve in any capacity of ministry, or to be employed by or volunteer for the Diocese of Fairbanks, its parishes, schools, institutions, offices or programs. I understand that failure to comply with the policy subjects me to the responses outlines there, including termination of employment or service.

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Date

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Applicant's signature

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Signature of witness

APPENDIX 4A

Permission to Procure an Investigative Report

Please type or print legibly name as it appears on your driver's license.

LAST FIRST FULL MIDDLE

STREET ADDRESS

CITY STATE ZIPCODE

Please list other names used and dates of name change in the last ten years:

FULL NAME DATE

FULL NAME DATE

FULL NAME DATE

DOB: / / SSN: - -

DRIVER'S LICENSE NUMBER STATE

Have you ever been convicted of a crime? If yes, please provide details of all convictions and locations of all convictions. (A yes answer will not necessarily disqualify you from employment.)

RESIDENCES: Please list residences in the last 10 years

State City County Years: to

State City County Years: to

State City County Years: to

State City County Years: to

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character; experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, Catholic Bishop of Northern Alaska its employees, any individual or agency obtaining information for CICS, my personal and professional references, and my former employers, from any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed Date

Witnessed Date

**APPENDIX 4B**

**CATHOLIC BISHOP OF NORTHERN ALASKA**

1316 Peger Road  
Fairbanks, Alaska 99709  
(907) 374-9500

RELEASE TO PROCEED WITH BACKGROUND CHECK

The Diocese of Fairbanks requires that all employees, religious, and clergy have an employee background check. Volunteers may be required to have a background check depending on the type of ministry in which they are engaged. By completing and signing this form, I authorize the Diocese of Fairbanks to proceed with obtaining a background check on me. A separate release form is required by the company the Diocese has selected. Please note that under federal law, an employee background check is called a consumer report.

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

Other names used in the past 10 years:

Residence Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Other residential addresses for the past 10 years including county of residence if applicable

This information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## APPENDIX 5A

*This statement must be signed by every applicant for employment with any parish, school, institution, office or program of the Diocese of Fairbanks, by those who are regularly utilized as volunteers, as well as all clergy, religious and seminarians before they may serve in the Diocese of Fairbanks.*

I hereby attest that I have never been convicted of nor pled guilty anywhere to any charge involving child abuse, sexual misconduct, sexual harassment, or any existing or former similar offense. I further certify that I have never been discharged from employment or from a volunteer position because of any child abuse, sexual misconduct, sexual harassment, or related offence.

I hereby attest and certify that the above information provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal.

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Date

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Applicant's Signature

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Signature of Witness

If you have been convicted of or pled guilty to any of the above offenses and wish to explain the circumstances involved, please do so on a separate sheet and complete the statement on the reverse.

## APPENDIX 5B

**This statement of Suitability is only one part of the application process. Applicants must also supply other personal information and references, as required by the application procedure and diocesan policies.**

Attached is my explanation of my conviction or guilty plea to the offense(s) listed below. I understand that it will be necessary for the Diocese of Fairbanks to make a complete check of the charges and the resulting legal action.

I hereby authorize any present or former employer, person, firm, corporation, physician, or government agency to answer any and all questions and to release or provide any information within their knowledge or records, and I agree to hold any and all of them harmless and free of any liability for releasing any truthful information that is within their knowledge and records.

I hereby attest and certify that the information herein provided by me is true and correct to the best of my knowledge. I understand that misrepresentations or omissions may disqualify my application or result in my immediate dismissal.

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Date

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Applicant's Signature

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Signature of Witness