

# BACKGROUND SCREENING INSTRUCTIONS

## Diocese of Wilmington

In order to further facilitate and streamline the process of the Criminal Background Screening for volunteers and employees in the Catholic Diocese of Wilmington, the Office of Safe Environments has announced the Hyden & Associates background screening application forms will now be completed online.

The online background application will require an "entry code" for each applicant. These "entry codes" will be distributed by the school office to a person requesting a background screening application. The "entry codes" are randomly generated codes and are a one-time use only.

***The fee for an "entry code" will be \$30.00. Please make checks payable to St. Francis de Sales School.***

Once you are given an entry code the individual can then use the entry code to complete the online background screening application. The individual will then receive a confirmation e-mail that can be used to verify that he/she has submitted an application.

Once the investigation is completed a copy of the report will be sent to the school secretary and a copy to the individual for a personal record. Once an individual is cleared it is valid for five years and you will be notified by the school secretary when a new clearance is required.

### **HERE ARE THE LINKS:**

FOR VOLUNTEERS:

<https://www.cognitofrms.com/BaseEntInc/BackgroundScreeningVolunteer>

FOR EMPLOYEES (OR POTENTIAL EMPLOYEES)

<https://www.cognitofrms.com/BaseEntInc/BackgroundScreeningEmployment>