Instructions for online background application for Child Protection Program for St. Joseph School:

- Go to arlingtondiocese.org
- Choose Offices, then choose Child Protection and Victim Assistance office
- Choose Volunteer
- If you have set up an account prior, please enter your username and password. If you have forgotten your username or password, enter your email address to reset username or password.
- Complete the 4 tabs of information.
- Your Location is **St. Joseph School**, your position is **Volunteer (General)** and the description of your volunteering activity is **Parent Volunteer**.
- Please enter ONLY middle names on birth certificates for spouse and children in the middle name section.
- Please provide 15 years of address history, and make sure addresses are complete and dates flow chronologically.
- The Diocese wants at least 5 years of employment history, beginning with your current employer. If you have a period of more than 6 months of unemployment, please list that.

Once the 4 tabs of information are completed, please choose submit and then Finish.

You will then be sent an email from Docusign where you will review your forms and if all is correct, you will sign them. They will be reviewed by the St. Joseph Church/School Liaison and if all complete, the documents will be accepted.

If you find that you need to make a correction before you sign the documents, you may DECLINE to sign them. Then go back to your account, make corrections and then choose submit and Finish. If all information is correct, you can sign them from the Docusign email.

Once the forms are accepted by the St. Joseph Church/School Liaison, you will be contacted to sign the Central Registry of Information form

Once you have your application accepted and you have signed up for a Virtus Seminar, you may volunteer. We ask that you attend the seminar within 45 days of completing your application. If you miss attending the seminar, you will be asked to refrain from volunteering until you attend a Virtus Seminar.