



Catholic Schools
A Faith-Based Education
that Lasts a Lifetime

Dear School Leaders,

All Maryland schools are required to comply with pre-hire employment history review requirements established by the Maryland Child Sexual Abuse and Sexual Misconduct History Act (Md. Code, Educ. §6-113.2), when hiring any position involving direct contact with minors. The following guide is to help Archdiocese of Washington schools in Maryland comply with these statutory pre-hire screening requirements. The pre-hire screening requirements apply to ALL school employees, including substitute teachers.

FOR MARYLAND SCHOOLS ONLY

Prior to hiring any applicant, follow these steps:

Step 1: Complete and send the **Request for Information on Applicant's Certification Status Form** to the Maryland State Department of Education (MSDE).

Step 2: Have the applicant complete the top of first page and all of second page of the **Employment History Review Form** for:

- (a) the applicant's current employer;
- (b) ALL of the applicant's former school employers within the previous 10 years; and
- (c) ALL other employers within the previous 10 years where applicant had direct contact with minors.

Step 3: Send the **Employment History Review Form** to each current and former employer, who shall have 20 days to respond. You may send via regular mail, e-mail, or fax.

Step 4: *AS NEEDED.* If any current or former employer responds yes to any question on the Employment History Review Form and you wish to proceed with hiring, (1) notify the ADW Catholic Schools Office; and (2) request all the relevant information and records from the employer, who must respond within 60 days.

Step 5: *AS NEEDED.* If you suspect an applicant has failed to disclose information, or provided false information, send the **Applicant Report Form** to MSDE.

Step 6: *AS NEEDED.* If any current or former employer does not respond within 20 days, you may hire the applicant after making three documented attempts to contact the employer, and you must also complete and send the **Employer Report Form** to MSDE notifying of the employer's failure.

Do I have to contact an applicant's former employer if they are out-of-state?

Yes. Applicants must list and schools must contact ALL of the applicant's former employers listed per Step 2. You must also send the Employer Report Form to MSDE for every non-responsive employer.

Do I have to contact an applicant's former employer if the applicant worked for them over 10 years ago?

No. You are only required to contact former employers where the applicant's last date of work was within the previous years.

ARCHDIOCESE OF WASHINGTON CATHOLIC SCHOOLS

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, Maryland 20782 | Mailing Address: Post Office Box 29260, Washington, DC 20017-0260 | www.adwcatholicschools.org | 301-853-4518 | schools@adw.org



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What if I have to fill a position quickly?

You must wait for response from all employers, or make three documented contact attempts to a non-responsive employer and wait 20 days before hiring an applicant. The 20-day response period cannot be shortened or waived.

You may begin training the applicant during the 20-day response period. You may respectfully request that current and former employers provide you a prompt response when sending them the Employment History Review Form. You may send the additional documented attempts within the 20-day response period. For example, you could send an additional documented attempt on day 10 and an additional documented attempt on day 15, respectively.

You may also hire an applicant as an “emergent employee” for a maximum of 60 days, provided that:

- 1) The applicant cannot work alone with minors;
- 2) The applicant has provided all required information and documentation;
- 3) You are not aware of any information that would disqualify the applicant from employment; and
- 4) The applicant affirms in writing that they are not disqualified from employment.

What if the applicant submits or requests to use the employment history review materials from a previous Maryland employer, in place of me conducting a new employment history review?

It is recommended that you complete your own employment history review for each applicant.

However, you can use an employment history review that has been completed by a current or former employer provided that:

- 1) The employer is another Maryland county board or nonpublic school;
- 2) The applicant affirms in writing that the completed employment history review includes **all** prior employment required to be reported, and the applicant provides information about any subsequent employment; and
- 3) The Applicant completes the **Consent to Release Form and Affirmation of Employment History Review Form**.

It should be noted that this new legislation does not replace, or be in lieu of the archdiocesan existing child protection policies, and that those still apply. If you have any question about the implementation or extent of new requirements, please contact Chris Buchleitner.

Sincerely in Christ,

Kelly Branaman
Secretary for Catholic Schools
Superintendent of Schools

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