

Any adult (18 years and older) must fulfill the following requirements as mandated by the United States Conference of Catholic Bishops and the Diocese of Baton Rouge.

Completing the Employment Certification Process

1. Catholic Diocese of Baton Rouge Application for Employee – Link http://www.diobr.org/images/Eapps_Employment_Application_formfields.pdf
(Completed and signed original document must be returned to the school office)
 - Items that have asterisks must be answered in order for the application to be processed
 - For the references section, please list complete address (house number, street name, city, state, and zip) along with contact information (area code and phone number).
 - Dates must be entered in the format requested.
 - You must initial each of the items in the Declaration section.
2. Diocese of Baton Rouge Child Protection Training Session – Link – www.safeandsacred-diobr.org/login/index.php
(The certificates must be returned with the application)
 - Takes approximately 30 - 45 minutes for both
 - Please select ‘First Time Training and Professional Boundaries
3. Code of Ethics - Link – http://www.diobr.org/images/Code_of_Ethics_English.pdf
(Signed original document must be returned with the application)
4. Background check/ Fingerprinting
Contact the school office for instructions and the forms needed to complete the background check process. (Contact information below.)

If you have already completed this process at a Diocese of Baton Rouge site, please see the contact information below.

The Child Protection Policy is strictly enforced by the Diocese of Baton Rouge. When completing the application, please verify that all requested information is provided. The information is entered into a diocesan database and the system will not accept partial information. The application will be returned to you for completion and thus delay the certification process. Once all requirements are complete, processing may take as long as two weeks.

Please return the original documents to the school office (St. Aloysius School, Attn: Tracy Denison, 2025 Stuart Ave, Baton Rouge, LA 70808). Please contact me at tdenison@aloysius.org, with any questions regarding this process. Thank you for your cooperation and understanding.