

eAppsDB Instructions for Pre-Employment Applicants

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of three (3) Professional/Civic references including street, city, state, daytime phone number
- The name of two (2) Personal references including street, city, state, daytime phone number
- Social Security Number
- Driver's License number and renewal date

Now you are ready to get started; log on to the Diocese website at www.gbdioc.org

1. With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Employment Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency sponsoring the job position for which you are applying.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (zero four)
- A choice for ‘type of application’ is required, **click on the box beside ‘Pre-Employment’**
- Enter a User ID you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen.
- Enter a password that will be used to access your application in the future. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter the password twice for verification purposes.
- In the ‘Name’ fields, please enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.

The date of birth is required at registration for the purpose of preventing the creation of duplicate applications in the system. On a pre-employment application this information is NOT viewable by the site. This information is locked after completion of the background check screen and is not made available to the user or site.

Once you have completed the requested information, **click the ‘Register’ button.**

You will receive a screen indicating registration has been successful.

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place should you need it to re-access your application in the future.

Click on the ‘[click here](#)’ button to continue. You will return to the ‘Login’ screen.

At the ‘Login’ screen re-enter your User ID and password and **click the ‘Login’ button** to continue.

APPLICATION OVERVIEW

The 'Application Overview' screen provides the following information:

- The status of the application.
- A list of forms required by the organization to be completed.
- The option to view or submit the application.

A red 'X' located by each application form indicates that the form has not been completed.

MAIN APPLICATION

To get started, click on the 'Main Application' button.

The 'Main Application – Pre-Employment' screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for 'second last name' should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

Click on the 'SAVE' button and you will return to the Application Overview screen

The Main Application header should now have a green check next to it indicating it has been completed.

THE 'DIOCESE OF GREEN BAY' QUESTIONNAIRE

Click on the 'Diocese of Green Bay Questionnaire' button

Pre-employment questions:

- Are you at least 18 years of age? (If not, you will be required to obtain a work permit)
- Are you legally eligible for employment in the United States?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to offense, dates, location of court...
- Are you seeking a full or part-time employment?
- Position Desired
- Salary Requirement
- List all current licenses and/or areas of certification related to the position.
- List any other training, skills, qualifications related to the position.
- List all office, computer or media equipment that you operate proficiently.
- What interests you about the position for which you are applying?
- What has prepared you for the position for which you are applying?

Click on the 'SAVE' button and you will return to the 'Application Overview' screen

The Main Application header should now have a green check next to it indicating it has been completed.

RESIDENTIAL HISTORY

Click on the 'Residential History' button

If you have resided at your current address for more than 7 years, click on the check box provided; then **click on the 'Return to Application Overview' button.**

If you have NOT resided at your current address for the past 7 years, **click on the 'Add Residential History' button** and you will receive a screen where you can enter information.

When finished, click on the 'ADD' button. You will return to the 'Residential History' screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the 'Return to Application Overview' button.**

The Main Application header should now have a green check next to it indicating it has been completed.

EMPLOYMENT HISTORY**Click on the 'Employment History' button**Click on the check box if you have 'NO' employment history; then **click on the 'Return to****Application Overview' button**

OR

Click on the 'Add Employment History' button and you will receive a screen where you may begin to enter information. When finished, **click on the 'ADD' button**. You will be returned to the **Employment History** screen and provided an opportunity to see the data entered. An **Edit/Delete** tab is available to correct any errors.When finished entering employment history information, **click on the 'Return to Application Overview' button***The Main Application header should now have a green check next to it indicating it has been completed.***EDUCATIONAL HISTORY****Click on the 'Educational History' button**At least one entry must be made; **click on the 'Add Educational History' button**.When finished, **click on the 'ADD' button**. You will be returned to the **Educational History** screen and provided an opportunity to see the data entered. An **Edit/Delete** tab is available to correct any errors.When finished entering educational history information, **click on the 'Return to Application Overview' button***The Main Application header should now have a green check next to it indicating it has been completed.***VOLUNTEER HISTORY****Click on the 'Volunteer History' button**Click on the check box if you have 'NO' volunteer history; then **click on the 'Return to****Application Overview' button**

OR

Click on the 'Add Volunteer History' button and you will receive a screen where you may begin to enter information.When finished, **click on the 'ADD' button**. You will be returned to the **Volunteer History** screen and provided an opportunity to see the data entered. An **Edit/Delete** tab is available to correct any errors.When finished entering volunteer history information, **click on the 'Return to Application Overview' button***The Main Application header should now have a green check next to it indicating it has been completed.***REFERENCES MAIN SCREEN****Click on the 'References' button**

The 'References' screen requires:

- 3 Professional/Civic and 2 Personal references (name [first and last], address, city, state, zip code, daytime phone and how long the applicant has known this person, and relationship)
- A Professional/Civic reference is a Supervisor for whom you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)
DO NOT use FAMILY MEMBERS as References.
- All references must be over 18 years of age.
- 5 References must be completed in full.

Click on the 'Add/Edit' button to begin entering information. When the fields are complete, **click on the 'Add' button** and you will be provided an opportunity to see the data entered. The **'Add/Edit'** tab is available to correct any errors. When finished with the process of entering all five references, **click on 'Return to Application Overview' button**.*The Main Application header should now have a green check next to it indicating it has been completed.*

DECLARATIONS

Click on the 'Declarations' button

The 'Declarations' screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to **'Check here to indicate your signature on this form'** and **enter the current date**

After completing all information, **click on the 'Save the Declarations' button.**

The Main Application header should now have a green check next to it indicating it has been completed.

SELECT SITES

Click on the 'Select Sites' button


The 'Select Sites' screen features your primary Parish/School/RE Program/Agency in 'red'. If you would like your application to be viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, **click on the 'SAVE' button.**

You will be returned to the **Application Overview** screen

THIS IS THE END OF THE ON LINE PRE -EMPLOYMENT APPLICATION PROCESS

On an Employment Application, the 'Submit Application' button will activate when you have completed all forms.

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to the HELP screen information for that section.

	Diocese of Green Bay	<p>The Diocesan Safe Environment Department can be reached at extension 8198 at 920-272-8198 or toll-free 1-877-500-3580 x8198. Email officesafeenv@gbdioc.org</p>
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