

### **Attention Volunteers!**

Thank you for all you do to help make St. Catherine's the wonderful community that it is. We would not be able to run all of our amazing programs without your generous support!

In order for us to keep all of our students safe, the Archdiocese requires that all volunteers complete four items before they have contact with our children. The requirements are as follows:

1. All parents are to have a completed, signed, and dated volunteer application. If you have not filled one of these out for the school, please print out the following form and return it to the school office.  
[Volunteer Application](#)
2. A signed acknowledgement of the Archdiocesan Code of Conduct. Please read the attached document and complete the last page and return to the school office.  
[Archdiocese of Newark Policies on Professional And Ministerial Conduct](#)
3. A Protecting God's Children certificate. This is a class that you need to take. Your certificate is valid for 5 years. Please follow this link to the Virtus website [VIRTUS® Online](#) and log in to take the Protecting God's Children course. When you have completed the course, please submit a copy of your certificate to the school office. If you are not sure when you last took Protecting God's Children, please contact the office.
4. Once you have completed steps 1 - 3 above, the school will request a background check for you. The school will share the results with you.

We truly appreciate your cooperation with this process.  
I know that it is of the utmost priority for all of us to keep all of our children safe.

Colleen McElroy  
Principal

# VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY

Student Name: \_\_\_\_\_

Parish/School Name: \_\_\_\_\_

(Check one) Miss \_\_\_\_\_ Ms. \_\_\_\_\_ Mr. \_\_\_\_\_ Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Date of Birth: (for background check) \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cellular Phone: \_\_\_\_\_

Volunteer position for which you are applying: \_\_\_\_\_

Email address: \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ (if yes, please complete information below) No \_\_\_\_\_

Employer: \_\_\_\_\_ Address: \_\_\_\_\_

Describe Job Duties: \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Please check if applicable:

\_\_\_\_\_ You are a member of the clergy seeking service in the Archdiocese

\_\_\_\_\_ You are deacon candidate

\_\_\_\_\_ You are a seminarian

Please indicate if you are:

\_\_\_\_\_ A current employee or volunteer of a parish or school What position \_\_\_\_\_

Please specify your parish/school. If not a member of a parish, or associated with a school, please leave blank.

Parish/School \_\_\_\_\_ Address: \_\_\_\_\_

How long have you been associated with this parish/school? \_\_\_\_\_

## EDUCATION

Name of High School \_\_\_\_\_ High School Graduate: (check) Yes \_\_\_ No \_\_\_

Name of College: \_\_\_\_\_ College Graduate: (check) Yes \_\_\_ No \_\_\_

Name of Graduate School: \_\_\_\_\_ Graduate School Graduate: (check) Yes \_\_\_ No \_\_\_

Specialized Education or Training (please list): \_\_\_\_\_

## PERSONAL REFERENCES:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

## VOLUNTEER HISTORY:

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, then indicate "to" date as current.

Check here if no volunteer history. \_\_\_\_\_

Date: start with most recent	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				
From: _____ To: _____				

Please explain your interest in volunteering: \_\_\_\_\_

Is there a particular type of assignment or volunteer duty you would prefer?

---

---

---

Please list special skills, training and languages:

---

---

---

Have you attended the Protecting God's Children training? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes: When \_\_\_\_\_ Where \_\_\_\_\_

Please attach a copy of your Protecting God's Children Certificate.

Have you ever pled guilty to or have been convicted of a crime? If yes, please give the date of the plea/conviction, the location (i.e. jurisdiction) and state the nature of the crime.

---

---

Are there any criminal charges currently pending against you? If yes, please explain.

---

---

Have your driving privileges been revoked in any state? If yes, please explain.

---

---

**FOR OFFICE USE ONLY**

Does this position involve working with or around minors? Yes \_\_\_\_\_ No \_\_\_\_\_

**DECLARATIONS**

We appreciate your willingness to share your faith, gifts, and skills. Providing safe and secure programs for our members is of the utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community.

**PLEASE READ AND INITIAL EACH OF THE STATEMENTS BELOW:**

- \_\_\_\_\_ I declare that my volunteer application is complete, that all statements are true, and agree that false statement and/or omission, including those regarding past conduct and/or present situations may be grounds for denial of my application to provide volunteer involvement.
- \_\_\_\_\_ I hereby authorize you to conduct a personal and professional reference check for the purposes of my application. You may, among other things, contact any references, church, youth organizations, agencies where I volunteer service has been completed, and any individual or organization which might have information relevant to my desired position, including a consumer credit reporting agency (if my position entails handling money). I hereby release any person contacted from any and all liability for damages regarding statements given to you about me.
- \_\_\_\_\_ I also hereby give my permission to conduct a background check, including but not limited to, a criminal arrest records check, abuse registry check, and driving record check for the purpose of my volunteer services. I agree to cooperate as necessary with the background screening process. See separate Notice attached regarding Credit Reporting Agency check.
- \_\_\_\_\_ I understand and agree that information may be obtained from sources that I provided in the application and that this information need not be revealed to me.
- \_\_\_\_\_ I agree to observe all the guidelines and polices relevant to the program for which I am applying, including, but not limited to, the Archdiocesan Policies on Professional and Ministerial Conduct and the Harassment and Sexual Harassment Policy.
- \_\_\_\_\_ I understand that you have a ZERO TOLERANCE for abuse of minors and vulnerable adults and take all allegations of abuse seriously. I further understand that you cooperate fully with the authorities to investigate all cases of alleged abuse. Abuse of minors or vulnerable adult is grounds for immediate investigate dismissal and possible criminal charges.
- \_\_\_\_\_ I understand that I can withdraw from the application process at any time and that my acceptance as a volunteer gives me no rights to continued participation in any program as a volunteer or otherwise.
- \_\_\_\_\_ If at any time my volunteer activates involve my driving my vehicle, I agree that I have applicable state motor vehicle insurance for my vehicle and that I am currently permitted to drive my vehicle under the laws of the State of New Jersey. I further agree to abide by all applicable state motor vehicle laws.
- \_\_\_\_\_ My signature indicates that I have read, understand and agree to all of the above.

**DO NOT SIGN UNTIL YOU HAVE READ AND INITIALED THE ABOVE AND ATTACHED STATEMENTS.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

I have reviewed this application and have noted any missing information.

Screening Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTICE REGARDING CREDIT REPORTING AGENCY CHECK**

Please take notice that the position for which you are seeking to volunteer your services may involve a check, now or in the future, of your background by using the services of a Credit Reporting Agency. If so, you have rights under the Fair Credit Reporting Act.

\_\_\_\_\_ I authorize you to obtain such a report.  
Initials



Appendix B.

### Archdiocesan Code of Ethics

Church personnel shall exhibit the highest Christian ethical standards and personal integrity.

Church personnel shall conduct themselves in a manner that is consistent with the discipline, norms and teachings of the Catholic Church.

Church personnel shall not take advantage of a counseling, supervisory and/or authoritative relationship for their own benefit.

Church personnel shall not abuse or neglect a minor.

Church personnel shall share concerns about suspicious or inappropriate behavior with their supervisor, superior, or the Director of the Office of Child & Youth Protection.

Church personnel shall adhere to the requirements of the law of the State of New Jersey and the Memorandum of Understanding, described in Section VI.D. of the Policies on Professional and Ministerial Conduct, regarding the reporting of any suspected abuse of a minor.

Church personnel shall accept their personal responsibility in the protection of minors from all forms of abuse.

### Acknowledgment of Compliance with The Policies on Professional and Ministerial Conduct, including the Archdiocesan code of Ethics

My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark; and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.

PLEASE PRINT

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

Name of Parish, School, or Other \_\_\_\_\_

City \_\_\_\_\_

Daytime Phone \_\_\_\_\_

(Version 1/19)