

**DIOCESE OF COLUMBUS**  
**PARISH VOLUNTEER APPLICATION FORM**

*Dear Volunteer:*

*Thank you for offering your time and talents to work with the children and youth of our parish. Volunteers such as you are indispensable to our programs. Because you will be working with our young people, we require some basic information about you. This assures the best possible programs for our young people. Please fill in the information requested below, and return this form to the School Office.*

Name of Applicant \_\_\_\_\_ Male  Female

Social Security Number \_\_\_\_\_ - - \_\_\_\_\_ Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone(s) \_\_\_\_\_

E-Mail \_\_\_\_\_

Current Employment (position and location) \_\_\_\_\_

Availability:

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Mornings  Afternoons  Evenings

Weekly  Twice Monthly  Other  \_\_\_\_\_

Have you ever had a criminal records check? No  Yes

If yes, please list the year a background check was last performed, and the result \_\_\_\_\_

If no, do you authorize fingerprint impressions and a criminal records check if requested? No  Yes

**NOTE: AT ANY TIME YOU MIGHT BE REQUIRED TO PROVIDE A SET OF FINGERPRINT IMPRESSIONS AND A CRIMINAL RECORDS CHECK MIGHT BE CONDUCTED WITH RESPECT TO YOU. (ORC §109.575)**

Do you have a history of?

Alcohol or drug abuse No  Yes

Mental Illness No  Yes

Legal Problems

1) Have you ever been arrested? No  Yes

2) Have you been convicted of child neglect or abuse of any kind, or a felony? No  Yes

3) Has your driver's license ever been suspended or revoked? No  Yes

4) Have you ever been on probation? No  Yes

Please explain any 'Yes' answers \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

Emergency Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone(s) \_\_\_\_\_

Chronic Conditions (e.g. Allergies, Epilepsy; Diabetes) \_\_\_\_\_

Medications \_\_\_\_\_

Medical Insurance \_\_\_\_\_ Policy Number \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Member's Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Family Doctor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**PREVIOUS VOLUNTEER EXPERIENCE**

Location	Position	Length of Service

Location	Position	Length of Service

Location	Position	Length of Service

**REFERENCES**

(Give full names and telephone numbers.)

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

**CODE OF CONDUCT**

- Volunteers work collaboratively with the pastor and/or other supervisors and associates in ministry.
- Volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Volunteers are competent and receive education and training commensurate with their role(s) and responsibilities.
- Volunteers respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Volunteers recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- Volunteers serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Volunteers act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
- Volunteers are accountable to the pastor or other duly appointed representative.

- Volunteers are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Volunteers exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Volunteers respect confidentiality.
- Volunteers adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
- Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Volunteers are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.
- Volunteers model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- Volunteers are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Volunteers are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Volunteers are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

**I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND COMMIT TO UPHOLD THIS CODE IN MY MINISTRY. I AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS COMPLETE AND TRUE.**

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

## **Background Checks and Protecting God's Children Training**

Please be advised that, pursuant to Section 109.575 of the Ohio Revised Code, all volunteers must provide a set of fingerprints and have a criminal records background check conducted. Additionally, according to Diocesan Policy volunteers must complete the Protecting God's Children training program. (See handbook for a complete explanation.)

**I acknowledge receipt of the above notice and will provide St. Francis with the above information before I volunteer.**

Volunteer Name(s) (print): \_\_\_\_\_

Volunteer Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

