VOLUNTEER APPLICATION
Archdiocese of Miami
St. Gregory the Great
Religious Education

Dear Volunteer:

Thank you for offering your time and talent to our parish/school. Volunteers such as you are indispensable to our program.

We truly dislike troubling you but we know you will understand our need to make appropriate inquiries of those to whom the care of your young people is entrusted. Please supply the information requested below and return this form to your Director of Religious Education.

PLEASE PRINT

Name_____Date_____

Address_____

E-mail _____

Date of Birth_____ Home Phone _____ Cell Phone _____

Driver's License No._____State_____

Parish: _____

VOLUNTEERING FOR SESSION:
Monday 5:30-7:00PM _____ Tuesday 5:30-7:00PM _____ Office _____

RELIGIOUS INFORMATION: Parish

Baptism	( ) Yes	( ) No	_____
First Communion	( ) Yes	( ) No	_____
Confirmation	( ) Yes	( ) No	_____

EDUCATION:

Elementary completed	( ) Yes	( ) No
High School Completed	( ) Yes	( ) No
College	( ) Yes	( ) No
Graduate Work	( ) Yes	( ) No

Specialization _____

DO YOU HAVE ANY HISTORY OF

Alcohol or drug abuse	( ) Yes	( ) No
Mental Illness	( ) Yes	( ) No
Contagious Disease(s)	( ) Yes	( ) No
Problems with the Law		
1. Have you ever been arrested?	( ) Yes	( ) No
2. Have you ever been accused of child neglect or abuse?	( ) Yes	( ) No
3. Has your driver's license ever been suspended or revoked?	( ) Yes	( ) No
4. Probation	( ) Yes	( ) No

IF YES TO ANY of the previous question(s), please explain: (Top of next page)

_____

_____

_____

_____

BACKGROUND QUESTIONS

1. Has a criminal, civil or internal complaint to management or surpervisors at places of employment/volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of, such activities?

   ( ) Yes ( ) No

   IF YES, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint; and identify by name & title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

   _____

   _____

   _____

   _____

2. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.)

   ( ) Yes ( ) No

   IF YES, please provide the name, address and telephone number of the organization; period of volunteer service, supervisors name; and briefly describe your activities and /or duties.

   _____

   _____

   _____

   _____

3. Have you ever terminated any employment or volunteer a service or chosen not to renew or continue any employment or volunteer service or have you ever had employment/volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?

   ( ) Yes ( ) No

IF YES, please explain. Please include in your explanation the date, nature and place of the occurrence(s) or allegation(s); and the disposition of the matter(s). Also identify your employer and supervisor at the time by name, address and telephone number.

_____

_____

_____

_____

_____

4. Have you ever been convicted of a crime (other than a minor traffic violation)?

   ( ) Yes ( ) No

   IF YES, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

   _____

   _____

   _____

5. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.?

   ( ) Yes ( ) No

   IF YES, please explain incident, and provide name of supervisor, telephone numbers, dates, etc.

   _____

   _____

   _____

6. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, false imprisonment, rape, etc.?

   ( ) Yes ( ) No

   IF YES, please explain.

   _____

   _____

   _____

PRIOR EXPERIENCE WORKING WITH CHILDREN/YOUTH:
(Please check those that apply)

I have worked with:

( ) Children (up to the age of 10). Explain:

_____

_____

( ) Youth (from 11-14 years of age). Explain:

_____

_____

( ) Teens (from 15-18 years of age). Explain:

_____

_____

IF YES TO ANY, please provide name, address and phone number of your Supervisor:

_____

_____

VOLUNTEER STRENGTHS

What would you say are your strongest gifts/talents?

_____

_____

_____

_____

Please describe in your own words what prompted you to volunteer your services with this program.

_____

_____

_____

_____

What is the extent of your Religious Formation and/or Formal Training? Please include, certificates, degrees, trainings and your own religious background.

_____

_____

_____

_____

_____

_____

What is your home/current Parish? Please include name and address.

_____

REFERENCES

Please list names, addresses, and phone numbers of those who are familiar with your character as it relates to work with youth. Three (3) NON-FAMILY references please (excluding Pastor and Staff).

Name *Address* *Phone Number*

_____

_____

_____

THE INFORMATION THAT I HAVE PROVIDED MAY BE VERIFIED, if necessary, by contacting persons or organizations named or organizations named in this application, or by contacting any person or organization that may have information concerning me.

I AUTHORIZE the Archdiocese of Miami, its employees and agents, to make inquiries, including criminal history, employment history and driving history. I hereby release and agree to hold harmless from liability any person(s) or organization, who, in good faith, provides information to complete a background investigation. I also agree to release and hold harmless the local parish, school, or other diocesan institution, the Archdiocese of Miami, the Archbishop, and the officers, employees and volunteers thereof from any present or future claim of any kind resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county and national repositories of criminal records.

UNDER THE PENALTIES OF PERJURY, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

Volunteer's Printed Name: _____

Volunteer's Signature: _____ Date: _____

VOLUNTEER CODE OF CONDUCT

I also declare that I have read the ***Volunteer Code of Conduct*** and have been given a copy for reference. Based on this Code, I promise that,

As a volunteer, I WILL:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth without prior written prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian **and** the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and **The Abuse Hotline – 1800-96ABUSE.** I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

As a volunteer, **I WILL NOT:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that any action inconsistent with the above or with the Volunteer Code of Conduct or failure to take action mandated by the Code of Conduct may result in my removal as a volunteer with children and/or youth.

Volunteer's Printed Name: _____

Volunteer's Signature: _____

Date: _____

Signature of Pastor/Administrator: _____

Date Reviewed: _____

Archdiocese of Miami
Volunteer Pledge to Promote Safe Environment

As a volunteer in the Archdiocese of Miami, I am committed to being a person of good moral character and to be conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable adults. The Pledge supports the Archdiocesan policy outlined in "Creating and Maintaining a Safe Environment for Children and Vulnerable Adults." I also declare that I have read the following and have been given a copy for reference. Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. Avoid situations that would present unsupervised one-on-one contact with a minor or vulnerable person.
4. Use positive reinforcement rather than criticism, competition or comparison when working with others, especially minors or vulnerable persons.
5. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the **PAN** principle-- keeping all touch **P**ublic **A**ppropriate and **N**onsexual. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents except small tokens of appreciation on occasions such as Christmas or birthdays.
6. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
7. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
8. Report suspected abuse to the legal authorities by contacting the Department of Children and Families, DCF, at **1-800-96ABUSE (1-800-962-2873)** and to notify my supervisor of the report, including the case number, as soon as possible. I understand that failure to report suspected abuse to civil authorities is a crime.
9. Cooperate fully in any investigation of abuse of minors or vulnerable persons.
10. Exercise care to avoid exposing others when suffering from a contagious condition such as the flu, fever, or cold.
11. Never possess, consume, or offer alcohol products, tobacco products or illegal drugs, nor be under the influence of alcohol or illegal drugs, when engaged in any ministry of the Archdiocese of Miami especially with minors or vulnerable persons.
12. Never humiliate, ridicule, frighten, threaten, or degrade anyone especially minors or vulnerable persons including when applying discipline.

13. Never strike, spank, shake, or slap anyone especially minors or vulnerable persons.
14. Never touch anyone, especially minors or vulnerable persons in a sexual or other inappropriate manner.

15. Never use profanity in the presence of anyone especially minors or vulnerable persons.
16. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
17. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
18. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable persons, except as specifically authorized by school policy. Parents/guardians should be the primary contact source and all communication must be copied to the supervisor.
20. Never engage in sexual behavior over the internet with those in my ministry and/or anyone, especially minors or vulnerable adults, when engaged in ministry.
21. Immediately report suspected violations of the Pledge to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (305-762-1220).

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors or vulnerable adults.

Printed Name: _____

Signature: _____

Institution: _____

Date: _____