



Diocese of Metuchen, New Jersey

Volunteer Application

Part I of III

Diocese/Parish/School/Facility: _____

Town/City: _____

Accommodations to enable all individuals to participate in the application process will be provided upon advance request.

Name: _____ Date of Birth: _____

Maiden Name: _____ Social Security # (optional) _____

Street address: _____ City: _____ State: _____ Zip: _____

How long at current address: _____ US Citizen Y / N if No permanent Visa # _____

Phone: Home (____) _____ Work (____) _____

E-mail: _____

Name/Address of present Volunteer Service: _____ Present Volunteer Position: _____

Position: _____

What Parish do you belong to? Name _____ Town _____ For how long? _____

For positions that require operation of a Motor Vehicle for Business

Driver's License: State _____ Number _____ Exp date _____ Suspended/Revoked Y/N

(If Yes Explain): _____ Auto Insurance Company _____

Check here _____ if you have had a criminal records check with one of the Diocese of Metuchen Catholic schools, Parishes, or KidSafe Records Check Process in the past three years. Enter date of last certification: _____

Have you ever been convicted of a felony or misdemeanor? Yes / No. If yes, explain _____

Please list all your addresses in the past five years:

For what volunteer position are you applying?

What interests you about the volunteer position for which you are currently applying?

What has prepared you for the volunteer position for which you are currently applying?

NOTICE: If you are applying for a position where you will have direct contact with a child or children under the age of 18 years in more than one instance; or where you will engage in an overnight activity with a child or children under the age of 18, even in one instance; or where you will have contact with adults who are senior citizens or who have physical or mental limitations, you shall be subject to a criminal history background investigation before your volunteer services begin. Please complete Part II of this Volunteer Application.

Employment History				
Dates of employment (Start with most recent)	Company name and address (City, State Zip)	Immediate supervisor name and phone number	Position held	Reason for leaving position
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				

Educational History (or * Special Experience or Special Talents)

Type of School	School name and address (City, State Zip)	Major/Degree	Did you graduate?	Number of Years Completed
High School				
College (Undergraduate)				
University (Graduate)				
Other				
* Other Special Experience or Special Talents:				

References

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Has this person agreed to provide a reference?
Professional/Civic				
Professional/Civic				
Personal				
Personal				
Family member				

Have you ever been involved in any investigation or inquiry, whether by an employer or by a state or local authority or agency concerning physical, sexual or emotional abuse of a child or an adult? **Yes/No**_____ If yes, please explain.

Has any parish, school, facility, organization, or faith community terminated your volunteer service? **Yes/No**_____ If yes, please explain_____

Volunteer Application Part II of III

Volunteer Applicant Consent Form for a Criminal History Background Investigation

Your willingness to share your faith, gifts and skills is appreciated. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this Volunteer Application and the criminal history background investigation requirement is designed to help us provide the highest quality Catholic programs for the people of our community. We appreciate your willingness to cooperate with and consent to this necessary procedure.

Please review the following information carefully and sign below where indicated.

I, [_____] certify and declare under penalty of perjury under State and Federal
name of volunteer applicant

law that the information contained in my Volunteer Application submitted to the Diocese of Metuchen (the “**DIOCESE**”) is complete, true and accurate. I understand that falsification or omission of any requested information may result in immediate termination of my volunteer position or activities.

I understand that as part of my volunteer application process and as part of my volunteer activities, a criminal background investigation may be performed on me. In consideration of the **DIOCESE**’s review of my application to volunteer and/or my continuing volunteer activities, I now consent to and allow the **DIOCESE**, or its authorized agents bearing this release or copy of this release, to perform a criminal and personal background and reference investigation on me. I also authorize them to contact any references, past and current employers, church, youth organizations, agencies where volunteer service have been completed, and any individual or organization which might be relevant to my desired volunteer position. Such individuals and organizations are authorized to release such information as may be requested by Diocesan/Parish personnel. I understand that this investigative report may include any or all of the following:

- Employment Verification, Education Verification, Credentials Verification
- Personal Identity Verifications, Past Employment Verification, Reference Checks
- Civil Case Records, Motor Vehicle Records
- Criminal History Records including fingerprint submissions to the New Jersey State Police and the Federal Bureau of Investigation

I authorize all persons and organizations, including law enforcement agencies and Courts that may have information concerning this background investigation, to disclose such information to the **DIOCESE** or its authorized agents. I hereby release the **DIOCESE**, its authorized agents, and all persons and organizations providing information from all claims and liabilities of any nature in connection with this investigation. I hereby further authorize that a photocopy of this authorization may be considered as valid as the original.

I understand that a reference that the DIOCESE considers unsatisfactory shall be grounds both for rejecting my Volunteer Application and, if I have already begun my volunteering, I acknowledge that I may be asked to cease my volunteer activity. I waive any right that I may have to inspect any information, which is received by or provided to the DIOCESE or any one of its Parishes or Schools as part of the background and reference check, investigation, or record check referred to above. I waive this right with the understanding that only I can apply directly to the New Jersey State Police, and receive from them, a full text of my criminal history and that the Diocese, Parish, or School will only have access to a letter from the State Police indicating without explanation whether or not I am recommended to work with minors.

I understand that the Diocese of Metuchen, its parishes and schools have a “ZERO TOLERANCE FOR ABUSE” policy and that they take all allegations of abuse seriously. I further understand that they will cooperate fully with the authorities to investigate all claims of abuse. A claim of abuse of any child or any adult, including any person who is elderly or has physical or mental limitations, are grounds for immediate termination of my services and may be the basis for criminal prosecution.

Signature of Volunteer Applicant

Date

Printed Name

_____ Date of Birth

_____ Social Security Number (optional)

_____ Driver’s license number and State of issue (optional)



Volunteer Application Part III of III
 (To be completed only if applying to volunteer as a Catechist)

Religious Education – Volunteer Catechist Personal Record
 Year _____ Grade _____

Name _____ Birth date _____

Street Address _____

City/State/Zip _____

Phone (business) _____ (home) _____

Occupation _____

Business Address _____

Educational Preparation _____

Catechetical Experience (please include grade levels previously taught, workshops attended, seminars, certifications/accreditation, etc.) What skills do you believe will make you a good Volunteer Catechist?

Experience with children

Do you consider yourself to be a practicing Catholic? _____ yes _____ no

What made you decide to be a volunteer catechist?

As a catechist in our volunteer program, we expect you will devote _____ hours per week in a classroom situation as well as _____ hours of preparation. We also hope you will be receptive to enhancement experiences offered to our volunteer catechists.

Our program sees parents as an integral part of a child's religious education. Are you willing to work with parents as well as our community of _____ to provide each child with the optimum in religious education?

Catechist Mission Statement

As a volunteer catechist at _____ I plan to carry out the philosophy and mission as expressed in the Curriculum Guidelines (Office of Religious Education). My responsibilities will be:

- to present the teachings of the Church both in faith and morals
- to offer those I teach warmth and acceptance that they might feel positive toward their religion
- to develop and implement a weekly lesson plan incorporating a variety of ideas and media
- to maintain control of the class to the best of my ability and to bring serious discipline problems to the attention of the DRE
- to maintain an attendance roster
- to maintain the confidentiality of students and other program volunteers
- to share appropriate information with parents to the best of my ability
- to continue to update my personal spiritual growth commitment through participation in programs offered by the Parish community and the Diocese of Metuchen
- to be an example of my faith, individually and in community

Volunteer Catechist

Date

Volunteer Catechist Personnel Record

Name _____

Years at (Parish) _____

_____ as a
volunteer catechist.

Level of Religious Education...

K _____ Year _____

1-3 _____

4-6 _____

7-8 _____

9-12 _____

Special Ed _____

Adult _____

What sacramental programs have you been associated with as a volunteer catechist?

Where? _____ When? _____

List any courses you have taken for certification/accreditation

Course Title	Date	Place
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ACKNOWLEDGEMENT OF APPLICATION

After reading all of the terms of this Volunteer Application, I hereby affirm that I understand and agree to the provisions of the program. I also agree that my volunteer service with the Diocese of Metuchen and or the Parish is on an “at-will” basis, meaning that my services may be discontinued by either the Diocese of Metuchen or Parish (through termination of my service) or myself (through voluntarily resigning) at any time without notice and without any recourse of any kind by either party. I agree to conform to the Diocese of Metuchen or Parish rules. I also agree that I shall be subject to other conditions which the Diocese of Metuchen or Parish may adopt. I affirm that the information in this Volunteer Application is true and complete, and any falsification or omission in this Application may result in termination of my volunteer privileges and/or services.

My signature below indicates that I have read and understand all of the above.

Applicant Signature: _____ **Date:** ____/____/____

Reviewer Signature _____ **Date:** ____/____/____