



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 _____

Check here _____ if you have had a criminal records check with one of the Diocese of Metuchen Catholic schools, Parishes, 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 one of its Parishes or Schools as part of the background and reference check, investigation, or record check referred to above. I waived this right the understanding that only I can apply directly to the New Jersey State Police, and receive from them, a full text of my fingerprint criminal history and that the Diocese or Parish will only have access to a letter from the State Police indicating with out explanation whether or not I'm recommended to work with minors.

I understand that the Diocese of Metuchen and Parish 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 id elderly or has physical or mental limitations, are grounds for immediate termination of my service 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 Catechist Application and Personnel Record Part III of III

Year _____ Level _____

Name _____ Birth Date _____

City/State/Zip _____

Phone: Home _____ Work _____ Cell _____

Email _____

Occupation _____

Business Address _____

Education _____

Years as a Catechist _____ Where? _____

Levels (please circle): K 1-3 4-6 7-8 9-12 Special Needs Adult

Have you received a certificate from the Diocese of Metuchen for completing Catechist formation?

_____ YES _____ NO _____ Year

Please describe any catechetical training/formation you have received (e.g. CARE, Echoes of Faith; online through the University of Dayton (which classes); Notre Dame STEP Online Core Course: Introduction to the Catholic Faith; Methodology; Faith Formation Convocation; Bible Study, etc.)

Experience working with children: _____

Do you consider yourself to be a practicing Catholic? _____ Yes _____ No

Briefly tell us about yourself: What skills do you possess that will help you be a good catechist? What do you hope to accomplish as a catechist? _____

Catechist Mission Statement and Agreement

As a volunteer catechist in the parish of _____, I agree to carry out the mission and philosophy of the Office for Catechesis, as stated in the diocesan Policy Handbook.

I understand that my responsibilities include:

- To present the teachings of the Catholic Church both in faith and morals
- To offer those I catechize warmth and acceptance that they may growth in their faith and learn to follow Jesus Christ
- To establish and maintain a safe environment for our young people.
- To prepare, develop and implement systematic lesson plans incorporating prayer, scripture, tenets of the faith, faith sharing and a variety of activities and media, according to the curriculum and calendar.
- To discipline the students with loving concern for their needs, but expecting respect and attention to the catechists and fellow students at all times. Serious discipline problems will be made known to the parish catechetical leader and parents immediately
- To maintain appropriate records, e.g. attendance roster, children's progress, etc.
- To maintain the confidentiality of children, families and other volunteers
- To share appropriate information with parents
- To continue to update my personal spiritual growth through participation in catechist formation and other programs offered through the parish and the Diocese of Metuchen
- To be a witness of my faith by how I live, personally and in the community.

Volunteer's signature

Date

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 Parish Religious Education/Formation Program. I also agree that my volunteer services 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 the Parish (through termination of my service) or myself (through voluntarily resigning) at any time without notice and without recourse of any kind by either party. I agree to conform to the Diocese of Metuchen and Parish policies. 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 the 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 _____