



Safe Environment

To All Volunteers in Little Flower Parish

As a volunteer, we appreciate your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us.

The Archdiocese of Newark guidelines require all staff and certain volunteers over 18 to:

- 1) Complete a volunteer application**
- 2) Submit to a criminal background check once every 5 years**
- 3) Review the Archdiocesan code of conduct and sign the acknowledgement of having done so.**

The documents needed are available below or at the parish offices or by request from rectory.lf@gmail.com.

- 4) Take a Protecting God's Children Workshop which is good for 5 years.**

To register for Protecting God's Children classes offered throughout the Diocese please click the link below. If you have already taken the workshop or are unsure of your status, call the parish offices at 908.464.1585 for help.

To register for an upcoming Protecting God's Children class, please [click here](#).

VOLUNTEER APPLICATION

PLEASE PRINT CLEARLY – Return to the Parish Offices at:

The Church of the Little Flower, 290 Plainfield Avenue, Berkeley Heights, NJ 07922

(Check one) Miss _____ Ms. _____ Mr. _____	Today's Date:
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First Name:	Middle:	Last Name:
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Home Street Address:

City:	State:	Zip code:
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Home Phone: ()	Date of Birth: (for background check)
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Work Phone: ()	Volunteer position for which you are applying:
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Cellular Phone: ()	E-Mail Address:
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Are you currently employed? Yes _____ (If yes, please complete information below) No _____

Employer: _____ Address: _____

Describe Job Duties: _____

EMERGENCY INFORMATION:

Name:	Relationship:
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Home Phone: ()	Cell Phone
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Work Phone: ()	
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Please check if applicable:

You are a member of the **clergy seeking service** in the Archdiocese
 You are a **deacon candidate**
 You are a **seminarian**

Please indicate if you are:

A current employee or volunteer for this 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 City

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 you have no volunteer history.*

Dates (mm/yyyy) (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 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 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 statements and/or omissions, including those regarding past conduct and/or present situations may be grounds for denial of my application to provide volunteer services or dismissal from my 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 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 you 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 purposes 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 of the guidelines and policies 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 adults is grounds for immediate 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 activities involve 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 Signature: _____ Date: ____/____/____

Date of Birth: _____ Social Security Number: _____

Have you ever lived in New York State? _____

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

CODE OF CONDUCT

APPENDIX E: CODE OF CONDUCT -

The full document is online at:

<http://rcan.org/offices-and-ministries/child-youth-protection/conduct-policies>

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

(see <http://rcan.org/offices-and-ministries/child-youth-protection/conduct-policies>)

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