



APPENDIX A: APPLICATION FOR EMPLOYEES AND VOLUNTEERS

(Application appears on next page...)

Diocese of Tyler Application for Employees and Volunteers

Main Application			
Name: _____			
First	Middle	Last	
Street Address: _____			
City/State/Zip: _____			
City	State	Zip	
Length at current address _____ Years		_____ Months	
Home Phone: _____			
Area Code	Number		
Work Phone: _____			
Area Code	Number		
Cell Phone: _____			
Area Code	Number		
Email Address: _____			

Diocese of Tyler Questionnaire	
<input type="checkbox"/> Check here if you have had a criminal records check with one of the Diocese of Tyler's Catholic Schools in the past three years. Approximate date of records check: _____ / _____ / _____ (mm/dd/yy)	
Are you a member of a parish in the Diocese of Tyler? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Parish Name: _____	City: _____
For how long: _____	
Years	Months
If NO, are you a member of another parish? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Application: _____	
Employment	Volunteer
Please indicate if you are:	
<input type="checkbox"/> A current employee or volunteer for this parish	
or	
<input type="checkbox"/> Not currently an employee or volunteer, but applying to become an employee or volunteer	
What position do you currently hold (or for which you are applying)?	

What interests you about the position you currently hold (or for which you are applying)?	

What has prepared you for the position that you currently hold (or for which you are applying)?	

Residential history

_____ Check here if you have lived in your current residence for longer than 5 years.

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

If you have lived in your current residence for 5 or more years, please do not complete residential history. You only need to check the box at top of this section.

Employment History

_____ Check here if you have no employment history.

Dates of Employment (mm/yyyy)	Company name And address (City, State, Zip)	Immediate Supervisor name & Phone Number	Position Held/Job Description	Reason for Leaving position
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Start with current employer and indicate employment history for the last 5 years. If current employer, end date will be current.

Educational History

_____ Check here if you have no educational history.

Dates (mm/yyyy) (Start with most recent)	School name And address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Educational history should include high school and forward. If currently enrolled in program, end date will be current.

Volunteer History

_____ 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
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, end date will be current.

References

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

Confidential Background Check Information

Please note: If this form is completed on-line, no parish official will have access to information in this section. Information in this section is only used to obtain criminal records, *which are* reviewed by a diocesan official in strictest confidence.

_____ Yes _____ No Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

If yes, please explain: _____

Social Security Number: _____ - _____ - _____

Note: If you cannot supply your Social Security # you must have a letter of reference on file at your parish.

Driver's License: State _____ Number _____

Date of Birth: Month _____ Day _____ Year _____

_____ Yes _____ No Have you changed your last name in the past 5 years?

If yes, what was your previous last name? _____

_____ Yes _____ No Have you lived outside your current state in the last 5 years?

If yes, what state did you live in? _____

Declarations

The **Catholic Diocese of Tyler** appreciates 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 all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

_____ I hereby authorize the **Catholic Diocese of Tyler** to conduct a personal and professional background check for the purposes of my application at the **Catholic Diocese of Tyler**. The **Catholic Diocese of Tyler** may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the **Catholic Diocese of Tyler's** contact with the individuals for purposes of employment or volunteer services.

_____ I also hereby give complete permission for the **Catholic Diocese of Tyler** to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.

_____ I waive any right that I may have to inspect any information provided about me by the persons previously mentioned. I have also read and understood the above stated information within this release and am signing below of my own free will.

_____ I understand that a criminal background check will be conducted prior to and during my service. I authorize investigations of all statements contained in the application.

_____ I agree to observe all of the **Catholic Diocese of Tyler** guidelines and policies for the program in which I am applying.

_____ I understand that the **Catholic Diocese of Tyler** has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the **Catholic Diocese of Tyler** cooperates 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.

_____ I understand and agree that false statements and/or omissions regarding past conduct and/or present situations may be grounds for denial of the application to provide employment and/or volunteer services and that refusal to inform the **Catholic Diocese of Tyler** of the contents of a sealed criminal record will result in the automatic denial of the application.

_____ I will notify my Parish, school or agency and the Business Office of the Diocese of Tyler if arrested or charged as well as if convicted.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

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

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ **Date:** ____/____/____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered.

City Where Parish Is Located	Name of Parish/School