

Providing Help-Creating Hope-Serving All

CHECK LIST FOR VOLUNTEERS – LEVEL C

Name:	Phone #:		
Address:	City:	_State:	_ZIP
Catholic Charities Location:			
Supervisor:			
Responsibilities:			
Days Will Be Working:			
TO BE COMPLETED BEFORE A BACKGROUND CHECK CAN BE DONE (And before an intern can begin at any site)			
1. Application for Volunteer Service (I	Level C)		
2. Disclosure of Request for Consumer	Report		
3. ADMINISTRATION - Backgroun	d Check Comp	oleted	
ADDITIONAL REQUIREMENTS			Ι
1. Confidentiality Agreement			
2. Emergency Information Sheet			
3. Attendance at Safe Environment Tra (Level C interns should attend safe environ their role. Please indicate the date attended of certification. Here is the link to the Safe Calendar: <u>http://dioceseofraleigh.org/offic</u> protection/calendar)	nment training pric d or plan to attend e Environment Tra	and send copy	

Level of Interaction with Children and Youth	Level of Screening/Training
Remote or Occasional Interaction – LEVEL A	Application – Part A
Remote: an adult volunteer who volunteers at a Catholic Charities	
Office/parish/school sponsored event or program primarily for	
children or youth, but would have little to no contact with them	
Examples: fundraising event, committee member, parking lot	
volunteer, audio-visual volunteer, religious education office helper	
Occasional: an adult volunteer who volunteers at a Catholic	
Charities Office/parish/school sponsored event or program	
primarily for children or youth, but would have brief, limited, or	
infrequent interaction (about 3 or fewer times per year) with them	
Examples: food pantry volunteer, front desk receptionist, parent	
classroom visitor/helper, arts and crafts volunteer, ticket taker,	
school board members	
Supervised Interaction - LEVEL B	Application – Parts A and B
Supervised: an adult volunteer/intern who volunteers at a	References checked
Catholic Charities Office/parish/school sponsored event or program	
primarily for children or youth who would have regular and	Agree to abide by the Code of Conduct
frequent interaction, but in a supervised capacity	
Examples: Family support, emergency assistance volunteer,	
clothing closet, parenting class, classroom aide/helper, lunch and	
playground helpers, young adult volunteers who are not legally	
chaperones but not legally youth either (18-21 year olds)	
Unsupervised Interaction(and all employees) - LEVEL C	Application for Level C
Unsupervised: an adult volunteer/intern who volunteers at a	References checked
Catholic Charities Office/parish/school sponsored event or program	
primarily for children or youth who would have regular and	Agree to abide by the Code of Conduct
frequent unsupervised interaction, or supervises adult volunteers	
who interact with children and youth	Required to attend Safe Environment Training
Examples: Clinical internship, Smart Start class, childcare,	
summer camp volunteer, coordinator of Youth Ministry.	
Chaperones for overnight events, Scout Troop Leaders, Catechists	
for Children and Youth, DRE's, Tutors, Nursery Staff	
Level C volunteers/interns should attend safe environment training	
prior to beginning their role.	
All employees are Level C and have 60 days from date of hire to	
complete safe environment training.	

Components of the Volunteer/Intern Application Form:

<i>Level A</i>	<i>Level C volunteers/interns (and all employees)</i>
Personal information	Personal information
Sex Abuse Declarations	Sex Abuse Declarations
<i>Level B (plus all of A)</i> Volunteer History References Declarations	Volunteer History References (Verified by local site) Declarations Background screening includes: National Criminal Records Search National Sex Offender's Registry Search

*If a person is registered on the state or national sex offender registry, they shall not be granted level A, B or C clearance.



eAppsDB User ID_____

Password_____

Catholic Charities of the Diocese of Raleigh Application for Volunteer Service – Level C

Main Applica	tion			
Name:	First	Middle		Last
Street Address: _				
City/State/Zip:	City		State	Zip
Home Phone:				
	Area Code	Number		
Cell Phone:				
	Area Code	Number		
Work Phone:	Area Code	Number		
Email Address: _				

Catholic Charities Questionnaire	
What position are your applying for?	
What interests you about the position you are applying for?	
What has prepared you for the position that you are applying for?	

Residential History				
Check here if you have lived in your current residence for longer than 7 years.				
If you have lived in your current re the top of this sections.	esidence for 7 or more years, do not comple	te the residential history. You only nee	d to check the box at	
Dates (mm/yyyy)	Street Address	City/State/Zip	Country	
Beg. Date				
End Date:				
Beg. Date				
End Date:				

Volunteer History

____ Check here if you have no volunteer history.

Volunteer history should include any experience applicable to the position to which you are applying. If you are still participating in a volunteer program, do not list an end date.

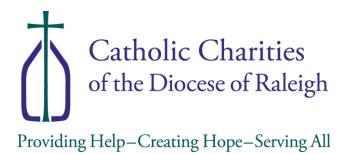
Dates (mm/yyyy) (start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
Beg. Date				
End Date:				
Beg. Date				
End Date:				
Beg. Date				
End Date:				

Address (City/State/Zip)	Daytime Phone	How long have you known this person?	Has this person agreed to be a reference?
-			(City/State/Zip) you known this

Declarations

Catholic Charities of the Diocese of Raleigh, Inc. 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 position.
I agree to observe all of Catholic Charities guidelines and policies for the program in which I am applying, especially the Code of Conduct for Church Personnel for the Diocese of Raleigh.
I understand that the Catholic Charities has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that Catholic Charities 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.
I hereby authorize Catholic Charities to conduct a personal and professional background check for the purposes of my application at Catholic Charities . Catholic Charities 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 Catholic Charities' contact with the individuals for purposes of employment or volunteer services. I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by Catholic Charities. I have also read and understood the above stated information within this release and am signing below of my own free will.
I hereby acknowledge that I have been notified in a separate writing that Catholic Charities may request a Consumer Report about me. I understand that the Consumer Report may contain information bearing on my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living. I understand that the Consumer Report may contain public record information such as consumer credit reports, criminal records, judgments, liens, driving records, educational history, prior employment history, or other public record information. I further understand that information may be requested from various Federal, State, local and other agencies that reflects my past activities.
By my signature below, I authorize Catholic Charities to request and obtain a Consumer Report containing, without limitation, the above-described information in connection with my application. I also authorize, without reservation, any person, agency, or other entity contacted by or on behalf of Catholic Charities to furnish the above described or similar information. Also by my signature below, I waive any and all causes of action that I may have against Catholic Charities caused by the gathering or supplying of the above described or similar information.
I understand that a criminal background check will be conducted prior to and may be conducted during my service. I authorize investigations of all statements contained in the application.
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: / /
··· ··· ······························

Confidential Background Check Information
Please note: Information in this section is only used to obtain criminal records, which are reviewed by a Catholic Charities/diocesan official in strictest confidence.
Yes No Have you ever been convicted for physically, sexually, or emotionally abusing a child or an adult? If yes, please explain:
YesNo Has a civil lawsuit or employment complaint ever been filed against you for child abuse or Sexual abuse? If yes, please explain:
YesNo Have you ever left an assignment or employment or been removed from an assignment or employment for reasons related to allegations of child abuse, physical abuse or sexual abuse?
Yes No Have you changed your last name in the past 7 years? If yes, what was your previous last name?
YesNo At any time during the past 7 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?
What are the last four (4) digits of your Social Security Number: ***-**
Driver's License Number: State Number:
Date of Birth: Month Day Year
Gender: Male Female



DISCLOSURE OF REQUEST FOR CONSUMER REPORT FOR VOLUNTEERS AND INTERNS

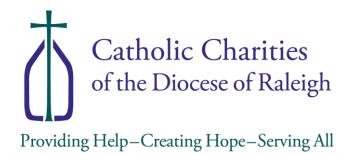
In connection with your application for service as a volunteer/intern, Catholic Charities of the Diocese of Raleigh may request and have prepared a Consumer Report about you that may be used to evaluate your eligibility to serve as a volunteer/intern. I understand that a criminal background check will be conducted prior to and may be conducted during my service. I authorize investigations of all statements contained in the application.

The Consumer Report will be limited to your criminal history. Information for the Consumer Report may be requested from various Federal, State, local and other agencies that may store or have access to such information about you.

I hereby acknowledge that I have been provided the foregoing Disclosure of Request for Consumer Report and have been allowed to keep a copy for my records.

Printed Name:	
Address:	
Signature:	
6	-

Date:



CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS AND INTERNS

I, the undersigned, hereby agree that I will not at any time, during my volunteer/intern service or after my service or association ends, access or use protected health information, or reveal or disclose to any persons within or outside of Catholic Charities of the Diocese of Raleigh, Inc., any protected health information except as may be required in the course of my duties and responsibilities and in accordance with applicable local, state or federal laws governing proper release of information.

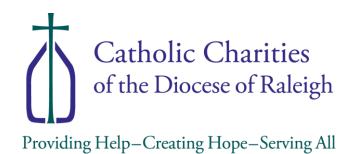
I also understand that unauthorized use or disclosure of protected health information will result in disciplinary action up to and including termination of volunteer/intern service or association and the possible imposition of fines pursuant to applicable state and federal laws.

<u>Protected Health Information</u> is "individually identifiable health information including, without limitation, all information, data, documentation, and materials, including without limitation, demographic, medical, and financial information, that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual; and that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual."

Date

Volunteer/Intern Signature

02.2017



EMERGENCY INFORMATION SHEET

NAME:		
DEPARTMENT:		
HOME ADDRESS:		
EMERGENCY DATA:		
Person(s) to notify in case of Emergency:		
Name:		
Address:		
Home/Cell Phone:	Work Phone:	
Relationship to Employee:		
Name:		
Address:		
Home/Cell Phone:		
Relationship to Employee:		