

Catholic Charities of the Diocese of Raleigh, Inc. 7200 Stonehenge Drive Raleigh, North Carolina 27613-1620 (919) 821-9750 FAX (919) 821-9712

Providing Help-Creating Hope-Serving All

CHECK LIST FOR STUDENT INTERNS – LEVEL C (Master's level, Bachelor's level or other)

Name:		Phone #:	
Address:	City:	State:	ZIP
Degree Program:			
School and Status:			
Catholic Charities Placement:			
Supervisor:			
Responsibilities:			
Date of placement From:	То	:	
Date of placement From: D	ays will be work	xing:	
TO BE COMPLETED BEFORE A (And before an i			AN BE DONE
1. Application for Intern Service			
2. Disclosure of Request for Con	sumer Report		
3. Resume			
4. Code of Conduct (send complete	Code of Conduct-no	t just signature page)	
5. Conflict of Interest Policy (sen signature page)	d complete Conflict	of Interest-not just	
6. ADMINISTRATION - Back	ground Check	Completed	
ADDITIONAL REQUIREME	ENTS		
Confidentiality Agreement			
2. Emergency Contact Sheet			
3. Electronic Accounts Set-up Fo	orm		
4. Attendance at Safe Environme	_		
(Level C interns should attend safe			-
their role. Please indicate the date of certification. Here is the link to	-		ру
Calendar: http://dioceseofraleigh.o		_	
protection/calendar)			

I avail of Interestion with Children and Vanth	I and of Consoning/Tusining
Level of Interaction with Children and Youth	Level of Screening/Training
Remote or Occasional Interaction – LEVEL A Remote: an adult volunteer who volunteers at a Catholic Charities	Application – Part A
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:

Declarations

Level ALevel C volunteers/interns (and all employees)Personal informationPersonal information

Sex Abuse Declarations
Sex Abuse Declarations

Level B (plus all of A)

Volunteer History

References (Verification)

Volunteer History

References (Verified by local site)

References 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 Intern Service – Level C

Main Applica	ation			
Name:	First	Middle		Last
Street Address:				
City/State/Zip: _	City			
	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?	

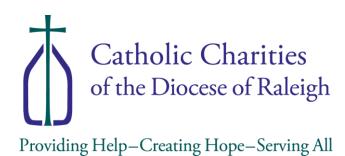
Oates mm/yyyy)	Street Address	Ci	ity/State/Zip	Country
Seg. Date				
ind Date:				
Seg. Date				
End Date:				
	ave no volunteer history. any experience applicable to the position date. Organization City, State, Zip	on to which you are app	Contact Phone	I participating in a Position/Duties
Beg. Date			Number	
ind Date:				
Beg. Date				
ind Date:				
Beg. Date				
End Date:				
			<u> </u>	
Discounting				
eferences – Please give Reference Name		Desdime Phone	11 leng bayo	ti this person
First/Last	Address (City/State/Zip)	Daytime Phone	How long have you known this person?	
Vork				
Personal				
Personal				

_ Check here if you have lived in your current residence for longer than 7 years.

Residential History

Catholic Charitie	es of the Diocese of Raleigh, Inc. app	vreciates vour willingne	see to share your f	aith gifts and
skills. Providing gathered in this	safe and secure programs for our me application is designed to help us pro sy. Please read and initial each of the	embers is of utmost im ovide the highest qualit	portance to us. The	ne information
	re that all statements contained in the on is cause for rejection of my application			epresentation or
	e to observe all of Catholic Charities plying, especially the Code of Condu			
all alleg	rstand that the Catholic Charities had gations of abuse seriously. I further use authorities to investigate all cases of the state of	inderstand that Cathol of alleged abuse. Abus	lic Charities coop	erates fully
I under	rstand that I can withdraw from the ap	oplication process at a	ny time.	
	rstand and agree that false statemen ons may be grounds for denial of the es.			
check to may converted to the converted	by authorize Catholic Charities to confor the purposes of my application at contact any references, past and currect service has been completed, and sired position. I hereby release all of the set that might occur during Catholic ses of employment or volunteer service of from sources that I provided above the contact in the second and under and am signing below of my own from the second	catholic Charities. On the employers, church, any individual or organithe above stated personanties' contact with ces. I understand and a e and that this information above so	Catholic Charitie youth organization inization which migons from any and in the individuals for agree that information will be held co	s ns, agencies where ght be relevant to all liability for or ation may be onfidentially by
may re informa reputal contair driving further	by acknowledge that I have been noticipated a Consumer Report about meation bearing on my credit worthiness tion, personal characteristics, or modin public record information such as correcords, educational history, prior er understand that information may be es that reflects my past activities.	I understand that the s, credit standing, cred le of living. I understant onsumer credit reports mployment history, or contact the standard standar	Consumer Repor it capacity, characed that the Consurulation, criminal records other public records	t may contain eter, general ner Report may judgments, liens, d information. I
Report applica on beh my sigi	signature below, I authorize Catholic containing, without limitation, the abation. I also authorize, without reservatel of Catholic Charities to furnish the nature below, I waive any and all caud by the gathering or supplying of the	ove-described informa ation, any person, agen he above described or uses of action that I ma	ation in connection ncy, or other entity similar information by have against C	with my contacted by or n. Also by
	rstand that a criminal background che vice. I authorize investigations of all			e conducted during
My sign	nature indicates that I have read and itialed the above statements.			til you have read
Applicant Ciam	oturo	5	loto. /	,
Applicant Signa	ature	D	oate:/	

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? If yes, please explain:
Yes No Have you changed your last name in the past 7 years? If yes, what was your previous last name?
Yes No 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? If yes, what state did you live in?
What are the last four (4) digits of your Social Security Number: ***-**
Driver's License Number: Number: Date of Birth: Month Day Year Gender: Male Female



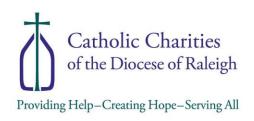
DISCLOSURE OF REQUEST FOR CONSUMER REPORT FOR VOLUNTEERS AND INTERNS

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:	
C: an atuma	
Signature:	-
Date:	



Code of Conduct for Church Personnel for the Diocese of Raleigh¹

Catholic Charities of the Diocese of Raleigh follows the policies of the Roman Catholic Diocese of Raleigh. The term Diocese of Raleigh encompasses Catholic Charities when used throughout this code of conduct.

SECTION ONE: Preamble

- 1.1 By virtue of our baptism, all Catholics share in the mission of the Church to continue the work of Jesus Christ. Jesus is Lord and we must seek the Kingdom as He did. We must preach the Good News that there is a God who loves us beyond our imagining. We must give our love and the provisions of life to those who have them in small measure. By our actions we must share our conviction that everything that occurs between us is a function of our relationship with God.
- 1.2 The call to discipleship is abundant in grace. It is also an awesome responsibility. We who represent the Church, the bishop, priests, deacons, seminarians, non-ordained religious, lay employees and lay volunteers who are involved in work for the Diocese of Raleigh, its parishes and agencies and who represent the Church by virtue of office, designated position, employment or contract (hereafter called Church Personnel) have a special obligation due to roles of leadership and positions of trust. Our brothers and sisters, young and old, invite us into their lives, open their hearts, share their joys and hopes, their grief and anxieties with us. They are confident that we will listen compassionately and act honorably in their best interest. Our behavior as Church Personnel, both public and private, has the potential to inspire those entrusted to our pastoral care to faith and hope and to motivate them toward greater generosity and participation in a life of faith. Sadly, when trust is abused it also has the potential to weaken or destroy faith, and cause scandal.
- 1.3 It is essential that Church Personnel be constantly mindful of the trust given to them. Faithfully discharging the responsibilities that accompany our work requires constant prayerful reflection and must be sustained and supported by God's grace. Our obligations require each of us to act with love and prudence. This Code of Conduct will assist in this task.
- 1.4 These statements do not presume to provide answers to all ethical questions. They present a set of general standards to help guide day to day actions and form a framework for developing policies and discussing ethical questions. Church Personnel in the Diocese of Raleigh agree to abide by this Code of Conduct and understand that disregarding these principles through personal conduct or life style contrary to the moral and religious doctrines or teachings of the Roman Catholic Church may lead to corrective and/or disciplinary action.

SECTION 2: Principles

- 2.1 Church personnel of the Diocese of Raleigh shall:
 - a. Respect the teachings and precepts of the Catholic Church
 - b. Respect the rights, dignity and worth of each person from conception to natural death.
 - c. Conduct their relationships with others free of deception, manipulation, exploitation or intimidation.
 - d. Work to ensure just treatment for colleagues, employees, volunteers, parishioners and others with whom they interact.
 - **e.** Promptly report incidents of ethical misconduct by other Church Personnel to the proper Church and/or civil authority
 - f. Seek to provide an environment that is non-discriminatory, free from all forms of abuse and promotes respect, self control and personal safety.
 - g. Protect to the best of our ability, those entrusted to our care and supervision, especially children, youth, adults who are physically and mentally challenged, and adults who habitually lack the use of reason or are highly vulnerable.
 - h. Provide guidance for individuals or groups in a way that protects and respects each person, and is free from deception, manipulation, exploitation or intimidation.
- i. Keep all information received in the course of formal counseling or spiritual direction in the strictest confidence in accord with professional ethical codes and as mandated by canon and civil law.
- j. Make no false accusations against another or reveal the faults and failings of another to those who have no right to know.
- k. Be responsible stewards of the human, temporal, and financial resources of the Church.
- 1. Maintain a high level of competence in our designated role in the Church and prudently attend to our physical, spiritual, mental and emotional well-being.
- m. Avoid accepting or conferring an office, position, assignment or compensation that creates a conflict of interest or the perception of impropriety.
- n. Examine our own actions and intentions objectively to ensure that our behavior promotes the welfare of the community and exemplifies the strong moral tradition of the Church.

- o. Church personnel are prohibited from speaking in a manner that is derogatory or demeaning. All are expected to refrain from swearing or using foul language.
- p. Church personnel are prohibited from possessing or viewing child pornography as is consistent with North Carolina State Law. Church personnel are prohibited from possessing or allowing a person to view pornography or any sexually explicit or morally inappropriate materials on Church property, at Church sponsored events, or in the presence of minors. Such materials include, but are not limited to: magazines, videos, films, recordings, computer software, computer games, or printed materials. In addition, topics of conversation or discussion, vocabulary or any other form of personal interaction or entertainment that could not be used in the presence of parents or a responsible adult are also prohibited.
- q. Church personnel are to refrain from sexually offensive humor and conversation.
- 2.2 In addition to these guidelines church personnel shall abide by any applicable professional codes of conduct, ethical norms, canon or civil laws.

SECTION 3: Behavioral Guidelines for Church Personnel Working with Minors

- 3.1 The following guidelines are intended to assist Church Personnel in making decisions about interactions with minors in Church sponsored and affiliated programs. They are not intended to address every possible situation or designed to address interactions within families. For clarification of any guideline or to inquire about a behavior not addressed here, please contact your pastor, agency director, principal or the Director for the Program for the Protection of Children and Young People.
 - Corporal punishment is prohibited when disciplining minors. Physical force may only be used to restrain individuals from inflicting harm on themselves and/or others.
 - b. Church Personnel are prohibited from engaging in sexually oriented conversations with minors except in the context of sharing the Church's teaching on human sexuality. Church personnel are never permitted to use examples from their own sexual history or experience.
 - c. Church Personnel are prohibited from using tobacco products in the presence of minors or having in their possession or being under the influence of any alcoholic beverage or any illegal drugs when working with minors. Church Personnel are prohibited from providing minors with any alcoholic beverage, tobacco, drugs or any substance prohibited by law.
 - d. Medications may be administered to minors only with written parental permission. Parents should provide the medication clearly labeled (prescriptions or over-the counter medications) and dosing instructions for the medication.

- e. Church Personnel are to schedule one-on-one guidance sessions or meetings with minors at times and locations that promote accountability and meet accepted standards of propriety. This includes limiting the length and the number of meetings, making referrals and notifying the parents and/or guardians as appropriate. Church Personnel providing counseling services should follow the standards of care and code of ethics for their respective professions in terms of services to minors and notification of parents and/or guardians.
- f. Adults should avoid being alone with a minor so as to remove the opportunity for, or perception of impropriety. Church Personnel are prohibited from sleeping in the same bed, hotel room, van, sleeping bag or tent with a minor unless the adult is a parent, guardian or sibling of the minor. Church personnel should not take an overnight trip alone with a minor who is not an immediate family member. Church Personnel should avoid being alone with a minor (not a member of the family) in a locker room, rest room, dressing facility, car or vehicle or other isolated area that is not appropriate to a ministerial relationship. When the good of the minor requires that they be accompanied by an adult to any of these locations, the time alone with the minor should be minimal and another adult should be made aware of the circumstances. As a general rule, changing and showering facilities should be separate for male and female and facilities and arrangements for minors separate from adults or should be used by adults and minors at different times.

NOTE: When there is only one large room that serves as the sleeping area for each gender, at least two adult leaders should be present in each sleeping area.

- g. Church Personnel, acting in their ministerial role, should not host minors who are not family members for overnight accommodations where there is no other adult supervision present. This includes, but is not limited to, accommodations in any church-owned facility, private residence, hotel room, or any other place where there is no other adult supervision present.
- h. Clergy should not allow minors who are not members of their family to stay overnight in their private accommodations or residence unless accompanied by other adults.
- i. Appropriate demonstrations of affection between Church Personnel and minors can be important for a child's development and a positive part of ministry. Touching must be age appropriate and based on the need of the minor not the adult. If an adult has questions regarding demonstrating affection toward a minor they should discuss the matter with their supervisor or an adult qualified to render an opinion about appropriate ministerial boundaries.

- 3.2 Church Personnel may be in a position to provide transportation for minors. The following guidelines apply:
 - a. Ordinarily minors should not be transported without written permission.
 - b. Minors should be transported directly to their destination with no unauthorized stops.
 - c. Drivers must be validly licensed and insured.
 - d. Drivers may not drive a diocesan vehicle without prior authorization.
 - e. Drivers are to abide by all applicable state laws (including safety seats /belts) and diocesan policies regarding the safe transportation of children and youth.
- 3.3 Church Personnel observing anyone (adult or minor) abusing a minor, must take immediate steps to intervene to provide a safe environment for the minor and report the misconduct in accord with diocesan policies and North Carolina law.
 Church personnel who have cause to suspect that a minor has been abused must report the suspected abuse in accord with the Diocese of Raleigh Policies and Procedures for the Protection of Children and Young People and the laws of the State of North Carolina.

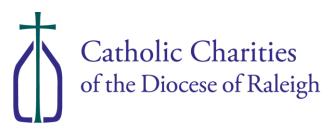
SECTION 4: Guidelines for the Supervision of Minors

Guidelines include, but are not limited to, the following:

- 4.1 Church personnel are responsible for releasing minors in their care at the close of activities only to parents, legal guardians or other persons designated by parents or legal guardians in writing. Special circumstances for the release of children require written parental/guardian permission.
- 4.2 Programs for minors are to be administered by at least two adult supervisors who have completed a criminal background check and Safe Environment Training. Individuals who have successfully fulfilled these screening and training requirements are designated as "Level C Adult Supervisors". "Two Deep Leadership" refers having at least two Level C Adult Supervisors at any event held primarily for minors. The number of Level C Adult Supervisors shall increase as the number of minors participating in an event increases.
- 4.3 Church personnel are to report uncontrollable, dangerous, or unusual behavior of minors to parents /guardians as soon as possible.
- 4.4 Church personnel are to report substance abuse by minors to parent/guardian as soon as possible.
- 4.5 As far as possible, facilities should be monitored during church services, and during all other (school and parish) activities on the church/school grounds.
- 4.6 Parents should be encouraged to be part of all services and programs in which their children and young people are involved.

4.7 Parental permission should be obtained, incluauthorization form before traveling with a ground state of the state of t	-
4.8. Parental approval must always be obtained b participate in athletic or other activities.	efore permitting any minor to
I have read and agree to abide by the Code of Diocese of Raleigh.	Conduct for Church Personnel for the
Name	Date

 $^{^{\}rm 1}$ Formerly the "Code of Professional Responsibility" Rev 7/2019



Providing Help-Creating Hope-Serving All

Conflict of Interest Policy Board of Directors and Employees

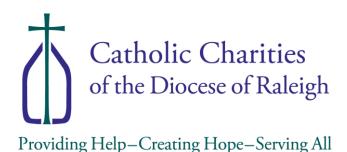
- 1. Scope. The following statement of policy applies to each member of the Board of Catholic Charities of the Diocese of Raleigh, Inc. (Catholic Charities) and to all persons employed by Catholic Charities, regardless of position. Catholic Charities, its Board of Directors (Board) and Staff (employees and contract workers) are committed to ethical, business like, and lawful conduct. To ensure understanding and compliance with Catholic Charities standards and relevant Federal Government requirements, each member of the Board, (including the Officers as Ex Officio members), and each Staff member, including contract workers, will be required to read, agree to and sign this Conflict of Interest Policy. Each Board member shall complete the Annual Conflict of Interest Statement (1) upon entry onto the Board and (2) annually while a member of the Board. Each Catholic Charities employee shall sign the annual Conflict of Interest Statement (1) at the time of hire and (2) annually.
- 2. **Responsibility**. All decisions of the Board and employees of Catholic Charities are to be made solely on the basis of a desire to promote the best interests of Catholic Charities and those it serves.
- **3. Disclosure of Conflicts with Respect to Potential Financial Transactions**. In the event any financial transaction or other matter involving Catholic Charities also involves (1) a Board member, employee or their relative, or (2) an organization with which any Board member, employee or their relative has any material financial interest, the Board member or employee having the affiliation or interest, at the first knowledge of the transaction or other matter, shall disclose fully the precise nature of the interest or involvement. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.
- **4. Disclosure Statement.** Each Board member and employee of Catholic Charities shall be required to submit a disclosure statement listing all organizations with which he or she is affiliated and describing the nature of the affiliation as defined below. In the event there is any material change in the information contained in any disclosure statement, the person who submitted it shall promptly submit written notification of the change.

A Board member or employee is deemed to be affiliated with any organization that may be potentially related to the financial operation of Catholic Charities if he or she, or their relative (1) is a director, trustee, officer, partner, employee, or agent; or (2) receives direct financial benefit from sales or services; or (3) has a 35 percent or greater interest. In no way should this policy imply that Board members or employees or their relatives should reveal any religious, ethnic, political, fraternal or civic affiliations.

All personnel of Catholic Charities, including Board members and Staff members and their relatives, are expected to be alert to and to avoid conflicts of interest that jeopardize the care of persons served and that interfere with the Staff's delivery of services.

- **5. Administration.** All disclosures required under this policy and amendments thereto, if by Board members, shall be directed in writing to the Chairperson of the Board, or if by employees, in writing to the Executive Director. The Chairperson of the Board and the Executive Director shall be responsible for the administration of this policy. Issues identified as a result of disclosures under this policy concerning Board members shall be reported initially to the Chairperson of the Board for appropriate action; those concerning Staff shall be referred initially to the Executive Director. Information disclosed under this policy shall be held in confidence by the persons authorized to receive and act upon it except where, in the judgment of any of such persons, the best interest of Catholic Charities requires further disclosure. The Chairperson of the Board will report annually that he or she and the Executive Director have supervised the completion of the signing of the annual statement by Board members and Staff members and that either there are no reportable issues or there are some issues and the Chairperson will disclose what those issues are to the Board.
- **6. Restraint on Participation.** A Board member who has declared or has been found to have a conflict of interest in any proposed transaction or other matter shall refrain from participating in consideration of the proposed transaction or other matter, unless for special reasons the Board requests information or interpretation from the person or persons involved. In the case of a Board member, he or she shall not vote on the matter in question and, if so requested by the Chairperson or any other member of the Board, shall not be present at the time of the vote. With respect to restraint on participation by a staff member, the Executive Director, or, where applicable, the Chairperson, shall take such action as is necessary to assure that the transaction or other matter is completed in the best interests of Catholic Charities without the substantive involvement of the person who has the possible conflict of interest.
- **7. Advance Determinations.** Any staff member who is uncertain about possible conflict of interest in any matter may request the Executive Director to determine whether a possible conflict exists. Any Board member who is uncertain about possible conflict of interest in any matter may request the Executive Committee to determine whether a possible conflict exists; the Executive Committee shall resolve the question by majority vote. If required, the question of potential conflict might be referred to counsel for an opinion prior to the Executive Committee vote.

Print Name:		
Signature:	Date:	
Title(Board Member or Staff Member):		



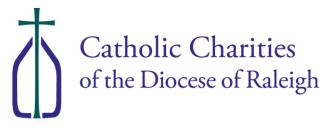
CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS AND INTERNS

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			
Volunte	/T .	 	



Providing Help-Creating Hope-Serving All

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:	Work Phone:	
Relationship to Employee:		



Electronic Accounts Set-up for Catholic Charities of the Diocese of Raleigh

Name:
Office Location:
First Date of Work:
Please select which applies:
Employee:
Contract Worker:
Intern _
Indicate the appropriate role(s) of staff, contractor or intern:
Counselor:
Family Support Staff:
Office Manager:
Other: Position:
<u>Passwords must be</u>
Contain at least 1 Number (417) Contain at least 1 Special Character (!#^)
Requested password:
Family Support Staff: Office Manager: Other: Position: Passwords must be Minimum of 8 characters long (3xamp!e#) Contain at least 1 Number (419) Contain at least 1 Special Character (!#^)

Mail with employee packet or Email this form to Jarrett McClellan @ jarrett.mcclellan@raldioc.org

