



Roman Catholic Diocese of Tucson

APPLICATION FOR MINISTRY & VOLUNTEER SERVICE WITH

NAME OF ORGANIZATION AND CITY

Thank you for filling out this Application for Ministry and Volunteer Service. This application helps the Diocese of Tucson and other organizations affiliated with the Roman Catholic Church in the Diocese of Tucson fulfill their commitment to the safety and well-being of children and vulnerable adults. The information you provide in this application will be treated with confidentiality. All those seeking ministry or volunteer positions are asked to complete the fingerprinting and background screening process before beginning service

Today's Date:			
Last Name	First	Middle	Daytime Phone
			Evening Phone
Present Street Address	City	State	Zip
			Cell Phone
Permanent Address (if different from present address.)			Email Address
Have you ever been employed by the Diocese or a church? Yes ☐ No ☐ If yes, give details: _____ _____			
Ministry or volunteer position applying for: _____			
EDUCATION:	Name and Location of School	# of years/credit hrs.	Degree Received
High School		Diploma ☐ Yes ☐ No	
College			
Postgraduate			
Other Training			

VOLUNTEER AND EMPLOYMENT HISTORY

Please list last place of employment and all present and former volunteer activities beginning with the present or most recent first. Attach additional pages if needed.

Employer's Name & Phone: _____

Address: _____

City State Zip

Supervisor: _____ Reason for Leaving: _____

Volunteer Organization's Name & Phone: _____

Address: _____

City State Zip

Supervisor: _____ Reason for Leaving: _____

Volunteered (Month & Year) From: _____ To: _____

Volunteer Organization's Name & Phone: _____

Address: _____

City State Zip

Supervisor: _____ Reason for Leaving: _____

Volunteered (Month & Year) From: _____ To: _____

Volunteer Organization's Name & Phone: _____

Address: _____

City State Zip

Supervisor: _____ Reason for Leaving: _____

Volunteered (Month & Year) From: _____ To: _____

REFERENCES

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Complete this section if skills apply to the position for which you are applying.

Typing/Keyboarding Speed: _____ wpm

My knowledge of following software rates as: 1=Advanced 2=Average 3=Beginner 4=None

☐ MS Word ☐ Excel ☐ Access ☐ Outlook

Other Software: _____

IMPORTANT — THIS SECTION MUST BE COMPLETED

1. Has a civil or a criminal complaint ever been filed against you that alleged sexual misconduct or child abuse by you or your participation in or facilitation of such activities (including internal complaints or allegations reported to management or supervisors at places of employment or volunteer locations)?

☐ Yes ☐ No

If yes, explain. Provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify, by name and title, the person(s) who investigated the complaint.

2. Do you presently serve, or have served, as a volunteer for any organization, entity or group in which you had substantial contact with children or vulnerable populations (such as elderly, mentally or emotionally disabled, etc.)

☐ Yes ☐ No

If yes, provide the name and phone number of the organization, period of volunteer service, supervisor's name and briefly describe your activities and/or duties.

3. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action for reasons relating to allegations of sexual misconduct, child abuse, or other misconduct.

☐ Yes ☐ No

If yes, explain. Provide the date, nature, and place of the occurrence(s) or allegation(s) and the disposition of the matters. Provide name, address, and phone of employer/supervisor at the time.

4. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?

☐ Yes ☐ No

If yes, explain. Provide a full disclosure of the crime for which you were convicted including the date and place of the conviction. If necessary attach additional pages and documents.

IMPORTANT: For your application to be considered, you must sign below to indicate that you have read and understood this statement:

The information I have provided in this application is true, correct and complete. If accepted for a ministry or volunteer position any misstatement or omission of fact on this application may result in the termination of my volunteer service. I grant permission to check on my background and references and I release the Diocese of Tucson and my specific ministry or volunteer location from any and all resultant liability. If accepted for a ministry or volunteer position, I will abide by the Code of Conduct of the Diocese of Tucson and the policies and procedures of the Diocese of Tucson. I understand that acceptance of a ministry or volunteer position does not create a contractual obligation upon the Diocese of Tucson or my specific ministry or volunteer location to continue my service in a ministry or volunteer activity in the future. Participation in a ministry or volunteer activity does not constitute a preference for employment. Upon termination of my ministry or volunteer service, I authorize the release of reference information by the Diocese of Tucson or affiliated organization.

I will be required to furnish proof of identity. I understand that if accepted for ministry or volunteer service my service can be terminated at any time, with or without reason.

Signature: _____ Date: _____

THIS SECTION IS FOR OFFICIAL USE ONLY

The necessity of fingerprinting and passing a background check as a condition of seeking ministry or volunteer service with the Diocese of Tucson or affiliated organizations has been explained to this applicant. This organization understands that an offer of a ministry or volunteer position is contingent upon fingerprinting of the applicant (if applicable), the applicant's passing of the background check and a check of references.

Signature of Pastor, or Authorized Person: _____

Workplace: _____ Date: _____

All applications are to be received without delay by either the Director Human Resources, Diocese of Tucson, P.O. Box 31, Tucson, AZ 85701, or by the workplace at which the applicant is seeking employment.