Dear Volunteer Applicant:

Thank you for your interest in volunteering! In June 2002, the United States Conference of Catholic Bishops established the Charter for the Protection of Children and Young People. Under the Charter, each diocese in the United States is required to check the criminal background of everyone — including volunteers — who have supervisory or disciplinary authority over children, young people or vulnerable adults. To protect our children and to comply with the Charter requirements, we have established a procedure for screening applicants for volunteer positions in schools, parishes and Diocesan departments who fall into these categories.

Please complete all of the following steps:

1. **Inform Yourself About the Diocese of Monterey’s Policy**: Attached to this package, you will find a copy of the policy on criminal background checks. If you wish to review a copy of the Charter for the Protection of Children and Young People and the Essential Norms which implement the provisions of the Charter, they are both available on the United States Conference of Catholic Bishop’s website at usccb.org, or you may request a copy by calling the Pastoral Office at (831) 373-4345.

2. **Complete a Volunteer Application**: Attached to this package, you will find a blank application for a volunteer position. Please fill it out completely and accurately. Please be sure to sign the application and return it to the school, parish or Diocesan Department for which you would like to volunteer.

3. **Complete the LiveScan Process**: LiveScan is the new technology in fingerprinting. You must make an appointment with a LiveScan agency in your area and submit your fingerprints for a criminal records background check. The results of the criminal records information will only be reported to the Diocese of Monterey’s Human Resource Department. It will be kept confidential and used only for the purpose of determining fitness for the volunteer position for which you are applying. Please ask your parish or department for a LiveScan form which you must complete and take with you to your LiveScan appointment. Attached is a list of the LiveScan locations in your area and information about days and times of operation.

4. **Begin Volunteering After the Process is Complete**: Once you have completed the application and been cleared through the LiveScan process, you are ready to volunteer working with children and young people. However, we request your cooperation in following this process and refraining from volunteering until you know that this process has been completed.

May God Bless you in your ministry!

THANK YOU FOR YOUR WILLINGNESS TO WORK TOGETHER TO PROTECT OUR CHILDREN AND YOUNG PEOPLE.
VOLUNTEER APPLICATION

Application Date: _____________________

Volunteer Position Sought: _____________________

Home Address: _______________________________________________________

Home Phone: _____________________ Work Phone: _____________________

Stewardship of Talent: Please provide as much information on your talents as you desire to share.

Highest Level of Education: _______________________________________________________

Current Employer (if applicable):

Company/Employer: _______________________________________________________

Position/Title: _______________________________________________________

Address: _______________________________________________________

Dates of Employment (approximate start, end dates & month/year): _______________________________________________________

Special Training, Skills, Hobbies: _______________________________________________________

Groups, Clubs, Organizational Memberships: _______________________________________________________

Please describe your prior volunteer experience (Include organization names and dates of service). _______________________________________________________

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What experiences have you had that may prepare you to work as a volunteer in this position?

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Why do you want to volunteer?

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Have you ever been convicted of a crime? (If yes, please explain the nature of the crime and the date of the conviction and disposition. Convictions for some offenses are an automatic disqualification to work as a volunteer, but not all convictions bar participation as a volunteer. Honesty on this form will be taken into consideration in determining fitness for a position as a volunteer.)

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Do you have a driver's license?  ____ Yes  ____ No

Please Continue on Page 3.
Please Read the Following Carefully Before Signing This Application.

I understand that this is an application for and not a commitment or promise of volunteer opportunity.

I understand that this is a volunteer position for which I am applying and that no payment will be provided in return for my services.

I understand that if I currently am an employee for this parish, school or ministry, I cannot volunteer to perform my regular job functions.

I certify that I have and will provide information throughout the selection process, including on this application for a volunteer position and in interviews with the parish, school or ministry of the Diocese of Monterey, that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavorably affect my application for a volunteer position.

I understand that information contained on my application may be verified by the parish, school, or ministry of the Diocese of Monterey. I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position or my termination as a volunteer.

I give permission for the Diocese of Monterey to conduct a background check to be conducted on me which may include a review of criminal and child abuse records. I agree to submit my fingerprints through the Livescan process to verify the information contained in this application.

If commissioned as a volunteer, I understand and agree that unless specifically requested to perform volunteer duties by a designated volunteer coordinator, I am not acting as a volunteer of the Diocese of Monterey.

If the Diocese of Monterey determines in its sole discretion that a volunteer commissioned for service in a parish, school or Diocesan Department is not fit for such service, it may terminate the volunteer’s services.

The Applicant for this volunteer position understands and agrees that the Diocese of Monterey makes decisions about a volunteer’s fitness for ministry in good faith, consistent with our mutual interest in protecting children and young people and in compliance with the Charter.

If the Diocese of Monterey makes a decision not to accept the volunteer’s services or to terminate the use of the volunteer’s services, the volunteer understands and agrees that he or she will indemnify and hold the Diocese of Monterey harmless from any and all claims arising from the use of the volunteer in any capacity within the Diocese of Monterey or in any decision not to accept the volunteer’s services.

Signature ____________________________ Date ____________________________