



# Diocese of Austin

## EIM Application for Ministry – **VOLUNTEER**

**COMPLETE ALL SECTIONS** and mail or fax to (do not E-Mail)  
**EIM Office 6225 Hwy 290 East, Austin, TX 78723 OR fax: 512-949-2529**

Note: submission of paper application takes 2-3 weeks to process. If you are able to use a computer to complete your EIM Application, please do so to ensure you can begin your service in a timely manner.

*\*Denotes a required field*

<b>*Main Application</b>			
<b>*Legal Name: First</b>	Middle	<b>*Last</b>	
_____	_____	_____	
Maiden/Other Last Name(s)			
_____			
<b>*Street Address</b>			
_____			
<b>*City</b>		<b>*State</b>	<b>*ZIP</b>
_____	_____	_____	_____
<b>*Primary Phone #</b>		Other Phone #	
_____ h w c		_____ h w c	
Preferred E-Mail Address			
_____			

<b>*Diocese of Austin Questionnaire</b>
<b>*Position(s) for which you wish to volunteer</b>
_____
<b>*What interests you about this (these) position(s)?</b>
_____
_____
List interests, skills or training you can contribute as a volunteer
_____
_____
If you are a parent of a minor(s), indicate child(ren)'s age(s)
_____

*\*Denotes a required field*

**\*Residential History**

Current residence is listed in the Main Application Section.  **Check here if you have lived in this residence for longer than 10 years.** If less than 10 years, complete your residential history for the past 10 years.

Begin End (year)	Street Address	City/State/ZIP or County
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**\*Educational History**

Check here if you **have no Educational History** or if school history is older than 20 years ago. Include Educational History (for the past 20 years only).

Begin End (year)	Program/Degree	Completed?	School Name	City/State or Country
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**\*References**

**\*\*Three (3) references must be included** to submit application

Name	City/State	Daytime Phone	# Years Known	Agreed to be Reference?	
_____	_____	_____	_____	Y	N
Professional/Civic/Church					
_____	_____	_____	_____	Y	N
Personal					
_____	_____	_____	_____	Y	N
Family					

*Note: the first reference may be someone from your parish/school leadership, if you have no current professional/civic involvement.*

*\*Denotes a required field*

**\*Employment History**

\_\_\_\_ Check here if you **have no Employment History** or if employment history is older than 20 years ago. Include Work History (for the past 10 years only)

<b>Begin Year</b>	<b>End Year</b>	<b>Job</b>	<b>Company Name</b>	<b>City/State</b>	<b>Supervisor Name</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**\* Background Check Information**

\_\_\_\_ Yes \_\_\_\_ No Have you ever been the subject of a complaint submitted through this, or any dioceses', Ethics and Integrity in Ministry/Safe Environment process, or of any other complaint involving allegations of child abuse, abuse of a vulnerable person, or any other inappropriate act? If yes, please explain: \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No Will anything be revealed on your background check? If yes, please explain: \_\_\_\_\_

\_\_\_\_ 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 in a US State, other than your current state, in the last 10 years? If yes, in which US State(s) did you live? Do not include foreign countries for this purpose. \_\_\_\_\_

**Driver's License** State \_\_\_\_\_ Number \_\_\_\_\_

**Date of Birth** Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ **Gender** Male \_\_\_\_\_ Female \_\_\_\_\_

*\*Denotes a required field*

**\*Declarations**

The **Catholic Diocese of Austin** (DOA) 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 diocese. 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 DOA to conduct a personal and professional background check for the purposes of my Application for Ministry. The DOA may contact any references, past and current employers, church, youth organizations, agencies where I've worked or 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 DOA's contact with the individuals for purposes of employment or volunteer services..
- \_\_\_\_\_ I understand and hereby give complete permission for the DOA 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 authorize investigations of all statements contained in the application
- \_\_\_\_\_ I also give complete permission for the DOA to re-run the criminal background check every three years, or as needed, per diocesan EIM policies.
- \_\_\_\_\_ I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the DOA and not revealed to me. 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 the DOA has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the DOA 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 DOA of the contents of a sealed criminal record will result in the automatic denial of 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** \_\_\_\_\_

**\*Volunteer History**

\_\_\_\_\_ Check here if you **have no Volunteer History** Include Volunteer History (for the past 10 years)

<b>Begin End (year)</b>	<b>Position</b>	<b>Location</b>	<b>City/State</b>	<b>Supervisor Name</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

*\*Denotes a required field*

## Diocese of Austin

Ethics and Integrity in Ministry

### **\*Code of Ethics**

Relationships among people are a foundation of Christian ministry and are central to Catholic life. Defining healthy and safe relationships is not meant, in any way, to undermine the strength and importance of personal contact or the ministerial role. Rather, it is to assist all who fulfill the many roles that create the living Church to demonstrate their love and compassion for children and adults in the most sincere and genuine relationships.

It is with the intention that relationships in ministry be experienced at all times as charitable and without intention to do harm or allow harm to occur that the following Code of Ethics has been adopted by the Diocese of Austin. Those that serve in ministry in the Diocese of Austin are asked to carefully consider each standard in the code and within the policies before agreeing to adhere to the standards and continue in service to the Diocese.

Those who serve in ministry in the Diocese of Austin shall:

- Exhibit the highest Christian ethical standards and personal integrity.
- Conduct themselves in a moral manner that is consistent with the discipline, norms and teachings of the Catholic Church.
- Provide a professional work environment that is free from harassment.
- Not take advantage of a counseling, supervisory or authoritative relationship for their own benefit.
- Not act in an abusive or neglectful manner.
- Share concerns about suspicious or inappropriate behavior with their pastor, their principal, the Vicar General, the Superintendent of Catholic schools or the Bishop.
- Adhere to the requirements of the law of the State of Texas regarding the reporting of any suspected abuse of a minor.
- Accept their personal responsibility in the protection of minors from all forms of abuse.
- Follow the policies on Ethics and Integrity in Ministry.
- 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** \_\_\_\_\_

### **\*Selected Sites**

Please indicate name and city of all Diocese of Austin parishes/schools/agencies where you wish to serve.

Name of Parish/School/Agency	City	How long a member?
------------------------------	------	--------------------

\*Primary

_____	_____	_____
_____	_____	_____

**\*If parish/school/agency membership is less than 6 months, provide the name and city of your previous parish/school.**

\_\_\_\_\_