

New Employee/Volunteer Information Sheet

New Employee or Volunteer please complete this section. PRINT CLEARLY

(Please use legal name.)

First Name _____ Last Name(s) _____

Birth Month _____ Birth Day _____

Email Address _____

Do you have a social security number or ITIN (Individual Tax ID Number)? ____ Yes ____ No

Program Director please complete the following section:

____ Employee: ____ Full-time ____ Part-time

____ Volunteer: ____ Full-time ____ Part-time

Primary Position: ____ Teachers (Must be a professional teacher in a Catholic school)

____ Works directly with minors

____ Works with elderly or vulnerable adults

____ Does not work directly with minors

Primary Program:

Select the one that most closely fits the position being filled by volunteer or employee.

____ Administration

____ Ministry to Deaf

____ School

____ Afterschool

____ Ministry to Disabled

____ Scouting

____ Camp, Day

____ Money counter

____ Seminarian

____ Child care

____ Music ministry

____ Spanish

____ Children liturgy

____ Parent volunteer

____ Sports, youth

____ Church

____ Preschool

____ Substitute

____ Deacon

____ Program staff

____ Transportation

____ Development

____ Programs, adult

____ Tutor

____ Facilities

____ Programs, family

____ VBS

____ Housekeeping

____ Programs, youth

____ Vietnamese

____ Interns/Temps

____ Religious education

____ Vocation

____ Liturgical minister

____ Retired

Return this form to the Armatus Administrator for your parish/school.

10/01/2018