

Instructions for Completing Volunteer Application *Volunteer Level B*

Thank you for your interest in becoming a volunteer at St. Mary Magdalene (StMM). We welcome all who come to us and appreciate your sharing your time and talent with our community of faith.

In order to create a safe environment for all of our children and youth, we screen all prospective volunteers, as required by the Diocese of Raleigh and the Safe Environment Team at St. Mary Magdalene Catholic Church and School. The attached application form is used for all Level B volunteers. These are volunteer positions that have regular, but supervised interaction with minors.

Following are the requirements for a Level B volunteer:

- 1. Attend Safe Environment Training if applicant is 18 or older.**
 - Per the Diocese of Raleigh, applications cannot be processed until you have attended Safe Environment Training.
 - StMM Training sessions are currently being scheduled. Dates will be posted on the Safe Environment website (<http://www.stmm.net/church/about-us/safe-environment.cfm>) as well as in the church bulletin. For a list of training sessions being offered at other Diocese of Raleigh churches, please go to this website: <http://dioceseofraleigh.org/offices/child-and-youth-protection/calendar>.
- 2. Print and fill out the application - Diocese of Raleigh Application for Volunteer Service (Level B Volunteer).**
 - Print and complete this form and return via mail (St. Mary Magdalene; Attn: Safe Environment Team; 625 Magdala Place; Apex, NC 27502) or by placing in the Safe Environment mailbox located in the StMM School office.
 - Don't forget to include your **email address and a copy of your Safe Environment Training Certificate (or, if attended SE training at StMM, just include training date)**. We can't process your application without these pieces of information.
- 3. Obtain 3 written references.**
 - Print the reference forms that are provided below. Please ask the person providing the reference to return via mail (St. Mary Magdalene; Attn: Safe Environment Team; 625 Magdala Place; Apex, NC 27502) or by placing in the Safe Environment mailbox located in the StMM School office.

Once we receive the completed application and reference forms they will be reviewed and filed in a confidential manner. Volunteers will be contacted via email when they are approved to volunteer.

You may contact Bertha Smith, Safe Environment Coordinator, at bsmith@stmm.net or 657-4800, ext 7301 if you have any questions regarding the application process.

November 2015



Diocese of Raleigh
St. Mary Magdalene Catholic Church & School

Application for Volunteer Service
Level B Volunteer

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Cell Phone: _____ E-mail Address: _____

Date Attended Safe Environment Training: ____/____/____

Ministry: _____

Emergency Contact: _____ Phone: _____

Has a civil lawsuit or employment complaint ever been filed against you for child abuse or sexual abuse? _____

If yes, give details:

Have you ever been convicted of a crime related to child abuse or sexual abuse? _____

If yes, give details:

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, give details:

I understand that in signing this Personal Information Sheet, I affirm that the information I have given is true and correct.

Applicant Signature _____ Date: ____/____/____

Volunteer Experience – Please list your volunteer experiences with other churches, civic or non-profit organizations (use additional pages if needed).

Organization	Volunteer Duties	Dates of Service	Contact(s)/Supervisor	Phone Number

References – List at least three personal or professional references who could attest to your character and interaction with minors. These people should know that you have applied as a volunteer and that you have named them as a reference. Use extra page(s) if necessary.

Name of Reference	Relationship to Volunteer	Address	Phone Number	Email address
work/civic				
work/civic				
personal				
personal				
other				

Declarations

The **Catholic Diocese of Raleigh** 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 community. Please read and initial 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 position.

_____ I will observe and uphold all policies and procedures for the Diocese of Raleigh and for the program in which I am applying, especially the Code of Conduct for Church Personnel for the Diocese of Raleigh. (Review the Code of Conduct at <http://dioceseofraleigh.org/sites/default/files/files/code-of-conduct.pdf>.)

_____ I have read the Code of Conduct for Church Personnel for the Diocese of Raleigh. (Review the Code of Conduct at <http://dioceseofraleigh.org/sites/default/files/files/code-of-conduct.pdf>)

_____ I understand that the Diocese of Raleigh has a ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Diocese of Raleigh 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 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.

_____ I hereby authorize the Diocese of Raleigh to conduct a personal and professional background check for the purposes of my application. The Diocese of Raleigh may contact any references, past and current employer, church, youth organizations, agencies where volunteer service has been performed, 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 Diocese of Raleigh's contact with the individuals for purposes of employment or volunteer services. 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 Diocese of Raleigh and not revealed to me. I have also read and understood the above stated information within the release and am signing below of my own free will.

_____ 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 Reference Form

The applicant must type or print his/her name and reference's information where indicated. Please give to your reference and ask him/her to complete and return to St. Mary Magdalene; Attn: Safe Environment Team; 625 Magdala Place; Apex, NC 27502. The letter of recommendation is confidential and will not be accessible to the applicant.

TO: _____
 (Reference name and address)

_____ (Reference phone number) _____ (Reference e-mail)

RE: _____ Date: _____
 (Applicant's name)

The above-named individual has applied to work as a volunteer in our _____ ministry. Please complete this form, sign it, and return it to the Safe Environment Team. Thank you for your time and for helping our Church find superlative people to work with our children and youth.

How long have you known the applicant?

What is your judgment regarding the applicant's character?

Have you seen the applicant interact with children? What were your observations?

Would you find the applicant to be an asset to a ministry with children?

Do you perceive limitations or areas where you would not recommend the applicant?

	Superior Top 5%	Excellent Top 15%	Above Average Top 25%	Average Top 50%	Below Average Lower 50%	Unable to Rate
Leadership						
Motivation						
Ability to work with adults						
Ability to work with children						
Sensitivity to children's needs						
Cultural sensitivity						
Oral communication skills						
Written communication skills						
Planning skills/time management						
Personal integrity						

Recommend with confidence
 Recommend

Recommend with reservation
 Not recommended

Signature _____ Date _____

You may write any additional comments on the back or attach typewritten comments to this sheet.

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