

**New Volunteer Compliance On-Line Instruction & Pre-Screening**  
**Please fill this form out and contact Maureen to set-up an appointment.**

Contact Information: Maureen Aikin, Compliance Department  
Direct Line: 520-788-6252  
Email: [compliance@stanthonycg.org](mailto:compliance@stanthonycg.org) Or [music@stanthonycg.org](mailto:music@stanthonycg.org)

Date: \_\_\_\_\_ Volunteer position applying for: (list all if multiple) \_\_\_\_\_  
Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**References: Three references are required. No family, no relatives, no in-laws.**

1. Name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_  
Title: Their relationship to you: (i.e. supervisor, friend, co-worker) \_\_\_\_\_

2. Name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_  
Title: Their relationship to you: (i.e. supervisor, friend, co-worker) \_\_\_\_\_

3. Name: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ email: \_\_\_\_\_  
Title: Their relationship to you: (i.e. supervisor, friend, co-worker) \_\_\_\_\_

**Employment History:**

Employer Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Employer Address/City/State/Zip: \_\_\_\_\_  
Reason for Leaving or Current \_\_\_\_\_

**Volunteer History:**

Volunteer Organization's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Address/City/State/Zip: \_\_\_\_\_  
Volunteered (Month & Year) From: \_\_\_\_\_ to \_\_\_\_\_  
What were your activities/duties? \_\_\_\_\_  
Did you have contact with children? \_\_\_Yes \_\_\_ No, Youth? \_\_\_Yes \_\_\_ No or Vulnerable Adults? \_\_\_Yes \_\_\_ No  
Reason for Leaving or Current: \_\_\_\_\_

If you have additional Volunteer Service (i.e. Red Cross, Boys & Girls Club, Boy Scouts, Girl Scouts, Coaching etc) please list separately with the above information required.

Disclosures 1 thru 4: Please make sure you answer truthfully and accurately. If you volunteered for any organization with contact with children, youth or vulnerable adults #2 must be a yes and your volunteer history should reflect this. Be prepared to elaborate on duties.

Disclosure #4: Disclosure truthfully! Your background will go back to when you were 18 regardless of where you previously lived! Criminal Speed will show up on your background as well so please disclose as well. Once you electronically file you cannot undo if you failed to disclose as you will have electronically signed stating the information you have provided is true, correct and complete. Failure to take this part seriously and without due diligence will most likely result in a denial of your application.

**Documents you must provide to Maureen at interview: This Application Filled out Completely**

Driver's License

DPS Card (if applicable)

If applying for any liturgical ministry (Eucharistic Minister, Lector, Music) you must provide copies of your sacraments. (Baptism, Communion, Confirmation) If you are married proof of your Catholic Marriage. (You may not be married outside of the church or living with someone.) A formal request for Commissioning form will be provided when your clearance and safety environment training has been completed.

**Dual Volunteer Locations:** Some volunteers are dual in that they are school parents and volunteer on the parish side or vice versa. Your application will need to reflect this dual volunteerism. Other examples: Those individuals that come from another parish: (i.e. cursillo, school, KC, CDA) will have to fill out an online volunteer application for St. Anthony's as well.

**Safety Environment Training (SEP):** Your safety environment training is TASK SPECIFIC which means that you can only volunteer for the ministry(s) you listed on your application. For example: If you initially listed as a lector you cannot cross ministries into Youth or RE without the TASK SPECIFIC SEP. If you have been asked to volunteer in another ministry you must FIRST make an appointment with Maureen. Failure to do so could result in suspension of your volunteer activities.

**Low Risk Volunteers: Hospitality and Ushers: You now are required to go through the application process.**

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**OFFICE ONLY**

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Pre-Screen Interview Date/Time: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Parish ID#: \_\_\_\_\_

Dual Ministry? \_\_\_\_\_

New Volunteer: \$10.00 Fee Paid/Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Renew Volunteer: \$10.00 Fee Paid/Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Documents Received: Front/Back/Color 2 copies \_\_\_ Driver's License \_\_\_ DPS (if applicable) \_\_\_ Other

If Applying for Liturgical Ministries the following documents are required:

Sacraments: \_\_\_ Baptism \_\_\_ Communion \_\_\_ Confirmation \_\_\_ Catholic Marriage

Commissioning Date: \_\_\_\_\_ by: \_\_\_\_\_

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, explain. 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(s) for which you were convicted including the date and place of the conviction. If necessary attach additional pages and documents. Additional documents might be requested including court & probation records.