



The Diocese of Florida

EMPLOYEE & VOLUNTEER APPLICATION FOR CHILDREN AND YOUTH WORKERS

CONFIDENTIAL

This application is to be completed by **all** applicants for **any** position (volunteer or compensated) supervision or custody of minors on a regular and on-going basis). It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

CONFIDENTIAL: All information on this application is treated as confidential. The person(s) who are responsible for interviewing the applicant will have access to this information. Those persons may include, but are not limited to priest, program or agency director/coordinator, school principal, or search committee members. If mailing, mark your envelope "Confidential." Please attach additional pages, if necessary, when answering all questions fully and accurately.

This document is to be kept in the employee's/volunteer's personnel file in a locked file drawer.

PERSONAL INFORMATION

Today's Date _____ Birth Date _____

Name: _____
Last First Middle

(Identity must be confirmed with a state driver's license or other official photographic identification)

Present Address: _____
Street/Apt. #

City: _____ State: _____ Zip Code: _____

Home Phone: (____) _____ Social Security # _____

Name and location of all educational institutions in which you have been enrolled:
Institution Address Degree/Date

Have you ever been convicted of, or pled guilty, nolo contendere, or no contest, to a crime?

Yes _____ No _____ If yes, please explain: _____

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Have you ever been charged with a crime and either been placed on a court-ordered probation, had adjudication withheld, or entered in a pre-trial intervention program? Yes _____ No _____ If yes, please explain: _____

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Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes _____ No _____ If yes, Please explain: _____

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Has any charge, claim, or complaint ever been made that you engaged in inappropriate sexual behavior:

Yes _____ No _____ If yes, please explain: _____

Were you a victim of abuse or molestation while a minor? Yes _____ No _____

(You may discuss your answer in confidence with the interviewer)

CHURCH HISTORY AND PRIOR YOUTH WORK

Name and address of church of which you are a member _____

_____ How long have you been a member? _____

List names and addresses of other churches you have attended regularly during the past 7 years:

List all previous work experience including work 'with children and youth (full or part-time). Begin with most recent employer:

From: _____

EMPLOYER NAME

To: _____

From: _____

To: _____

From: _____

To: _____

From: _____

To: _____

From: _____

To: _____

List any gifts, experiences, training, education, or other factors that have prepared you for work with children: _____

Have you ever had any license or certificate (e.g., professional) suspended or revoked?

Yes _____ No _____ If yes, please explain: _____

Have you ever had a Driver's License revoked or suspended? Yes _____ No _____ If yes, please explain: _____

Have you ever been arrested for a DWI (driving while intoxicated)? Yes _____ No _____ If yes, please explain details as to where and when each such charge(s) was made, and describe the outcome:

When?: _____ Where? _____

Outcome?: _____

What age of children and youth work do you prefer to be working with _____

On what date would you be available? _____

Minimum length of commitment? _____

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance, and care of children and/or youth? _____

Do you have any special requirements of which we should be aware (e.g. unable to drive, prefer daytime hours only, unable to participate in outdoor activities, etc.) _____

PERSONAL AND WORK REFERENCES

Personal References not former employers or relatives:

NAME

ADDRESS

PHONE

Most recent employers:

NAME

ADDRESS

PHONE

APPLICANT'S CERTIFICATION AND RELEASE

I hereby certify that all of the facts and information listed on this application are true and complete. I understand that any false, incomplete or misleading information given by me on this application is sufficient cause for rejection of this application. Under penalty of perjury, I swear or affirm that the information contained in this application complete and correct.

I hereby authorize this church or agency of the Diocese of Florida to investigate all statements contained in this application, interview the references and previous employers listed in this application, and to obtain a credit report from a consumer reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act.

I hereby authorize the references and previous employers listed to give all facts, opinions and evaluations concerning my previous employment, and any other information they may have, personal or otherwise, and I release all such parties from any liability which may allegedly arise from furnishing such information including, but not limited to, any liability for defamation or invasion of privacy.

I understand and agree that a complete background investigation may be conducted with respect to me and I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and

fitness for children and youth work. Inconsideration of the receipt and evaluation of this application by the Diocese of Florida, its congregations, and agencies, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I also understand that, if I am offered employment, I will be required to serve a ninety (90) day probationary period. I further understand that my employment and compensation can be terminated, with or without cause or notice, at anytime, regardless of the successful completion of my probationary period, at the option of either the Diocese, church, agency, or myself.

I further understand that, if I am given an offer of employment, it will be conditioned on satisfactory results of a background investigation and/or a medical examination or inquiry (including a drug screening test). I further understand and voluntarily agree, as a condition of employment or my continued employment, that I may be requested to submit to a urinalysis or other drug screening test, and that my failure to take such test(s) when requested to do so or unsatisfactory results will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.

Should my application be accepted, I agree to be bound by the Canons, Policies and Procedures of the Diocese of Florida and , its congregations, and agencies in the performance of my services on behalf of the church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant: _____ Signature Witness: _____ Signature

Date: _____

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