

Appendix E - Application for Ministry with Children & Youth

Name: _____
Address: _____
Phone #s: (home) _____ (work) _____ (cell) _____
E-mail Address _____
Social Security # _____

Emergency Contact _____
Phone # _____
Name and relationship _____
Occupation _____
Current job responsibilities and schedule: _____

Employment History (include present and prior employers for the past ten years – add additional pages as needed)

Company name: _____
Position held: _____
Name of Supervisor and Phone # _____
Dates of employment: from _____ to present

Company name: _____
Position held: _____
Name of Supervisor and Phone # _____
Dates of employment: from _____ to _____
Reason for leaving position: _____

Company name: _____
Position held: _____
Name of Supervisor and Phone # _____
Dates of employment: from _____ to _____
Reason for leaving position: _____

Current and previous volunteer experience (include present and past experience for the past ten years – add additional pages as needed)

Organization: _____
Duties: _____
Name of Supervisor and Phone # _____
Dates: from _____ to _____

Organization: _____
Duties: _____
Name of Supervisor and Phone # _____
Dates: from _____ to _____

Organization: _____
Duties: _____
Name of Supervisor and Phone # _____
Dates: from _____ to _____

Special interests, hobbies, and skills: _____

In what ministries with adults do you envision engaging? _____

Why are you interested in these ministries? _____

What personal qualities, training and/or skills do you have that would help you in these ministries? _____

Would you be available for periodic training sessions? Yes No

Keeping God's People Safe: Prohibition of Sexual Harassment & Exploitation

The Diocese of Iowa prohibits sexual harassment of Church Personnel by anyone (including supervisors or decision-makers, co-workers, consultants, vendors and other non-employees). The behavior of individuals engaging in such conduct, or supervisors or decision-makers who knowingly allow such behavior to continue, will not be tolerated. The Diocese of Iowa does not tolerate sexual exploitation in any form. Sexual exploitation is the development or attempted development of a sexual relationship between a person in any ministerial position, lay or ordained, and an individual with whom he or she has a Pastoral Relationship.

References: (Please provide three character references - other than family members - who can identify your strengths and weaknesses and describe your background and ability to relate with adults.)

1. Name _____
Address _____
Home/ work/ cell phone #s _____
How does this person know you? _____

2. Name _____
Address _____
Home/ work/ cell phone #s _____
How does this person know you? _____

3. Name _____
Address _____
Home/ work/ cell phone #s _____
How does this person know you? _____

Please answer the following questions. (If any of your answers are yes, please attach another page and write a full explanation.)

Yes No 1. Have you, at any time, been involved in or accused, rightly or wrongly, of sexual abuse, neglect or mistreatment (emotional or physical) of children or youth?

Yes No 2. Have you, at any time, been involved in or accused, rightly or wrongly of sexual harassment or sexual exploitation?

Yes No 3. Have you ever been accused or convicted of possession/sales of controlled substances or of driving under the influence of alcohol or drugs?

Yes No 4. Are you using illegal drugs?

Yes No 5. Have you ever been arrested or convicted for any criminal act more serious than a traffic violation?

Yes No 6. Have you ever had a paraphiliac diagnosis (pedophilia, exhibitionism, or voyeurism)?

Yes No 7. Have you ever been asked to step away from ministry in any setting, paid or volunteer?

Yes No 8. Is there anything in your past or current life that might be a problem if we found out about it later?

Acknowledgment, Release, and Signature

To the best of my knowledge, the information contained in this application is complete and accurate. I understand that providing false information is grounds for not hiring me or choosing me for a volunteer position or for my discharge if I have already been hired or chosen. I authorize any person or organization, whether or not identified in this application, to provide any information concerning my educational, employment, volunteer, driving, criminal record, sexual registry or other qualification for my employment or volunteering. I also authorize _____ (congregation) to request and receive such information. In consideration of the receipt and evaluation of this application by the Church, I hereby release any individual, church, youth organization, charity, employer, supervisor, reference, or other person or organization, including records custodians, from any and all liability for damages of whatever kind or nature that may at any time result to me, my heirs or family, because 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. If hired or chosen, I agree to be bound by the Diocese of Iowa Policies and Procedures Concerning Sexual Boundaries. I have been given and have read a copy of these Policies & Procedures. If I violate these Policies and Procedures, I understand that my volunteer status may be terminated. I state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN ACT. This is a legally binding document, which I have read and understand.

X _____
Signed

Print name

Date _____

X _____

Witness Signature & Date

Date _____

Witness Signature & Date X _____