

**VOLUNTEER APPLICATION FORM**

Name \_\_\_\_\_ School \_\_\_\_\_

Street Address: \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security # \_\_\_\_\_

Person to contact in case of an emergency: \_\_\_\_\_ Phone: \_\_\_\_\_

Special skills, training, and/or areas of interest you wish to share as a volunteer:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Days/hours available for volunteer work: \_\_\_\_\_

Previous volunteer experience (list most recent first):

Agency	Phone	Supervisor	Duties	From/To
1.				
2.				
3.				

Work experience (list most recent first):

Employer	Phone	Supervisor	Duties	From/To
1.				
2.				
3.				

Please list three references:

Name	Title/Company	Phone	Address	How Long Known
1.				
2.				
3.				

How did you hear about volunteer opportunities in the Archdiocese of Denver?

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Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, please explain:

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I hereby certify that the information presented on this form is true, accurate and complete. I authorize the investigation of all statements contained in this application. I am aware that there is no remuneration for my services as a volunteer for the Archdiocese of Denver.

\_\_\_\_\_ Acknowledgement of receipt of the Code of Conduct for the Archdiocese of Denver is attached.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**VOLUNTEER INFORMATION SHEET**

Name \_\_\_\_\_ School: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Social Security #: \_\_\_\_\_

Please indicate if you are awaiting trial on, have ever been convicted of, or have ever admitted committing any of the following criminal offenses in the State of Colorado or similar offenses in another jurisdiction. Check all that apply:

- |   |  |
|---|--|
| _____ Sexual abuse of a minor                   | _____ Incest   |
| _____ First or second degree murder             | _____ Kidnapping   |
| _____ Arson                                     | _____ Contributing to the delinquency of a minor   |
| _____ Commercial sexual exploitation of a minor | _____ Felony offenses involving distribution of marijuana or dangerous or Narcotic drugs |
| _____ Burglary                                  | _____ Robbery  |
| _____ A dangerous crime against children        | _____ Child Abuse  |
| _____ Sexual conduct with a minor               | _____ Molestation of a child   |
| _____ Voluntary manslaughter                    | _____ Aggravated assault   |

\_\_\_\_\_ I hereby certify that I am not awaiting trial on, have never been convicted of, and have never admitted committing any of the above criminal offenses in the State of Colorado or similar offenses in another jurisdiction.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Personal Information

for purposes of obtaining background reports – please write legibly

Please provide the information requested below. This form is part of your application for employment or for a volunteer position with the Archdiocese of Denver, or with a parish within the territory of the Archdiocese, or with an Ecclesiastical Organization,<sup>1</sup> as applicable. It is also required as part of mandatory compliance with the *Archdiocese of Denver's Code of Conduct*. By signing below, you understand that the information you provide will be used to conduct a criminal background check. If you are applying for a senior finance employment position,<sup>2</sup> it may also be used to obtain a report on your credit history and related credit information. The use of your personal information is subject to the Fair Credit Reporting Act. For additional information, please refer to the Fair Credit Reporting Act (FCRA) Disclosure and Authorization form previously executed by you, as well as to the FCRA Summary of Rights previously provided to you. Information obtained about you will be one part of the employment or volunteer evaluation process and must be completed in association with any conditional employment offer or conditional volunteer services offer (contingent upon an acceptable criminal background history being obtained, and any other applicable background information if authorized by you).

If you have resided in Colorado for less than 7 years, provide information for the state of Colorado and previous state(s) of residence for the last 10 years.

Employer to which you are applying \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Maiden Name; Aliases / Other Names \_\_\_\_\_

\*Date of Birth (month/day/year) \_\_\_\_\_ Phone Number \_\_\_\_\_

\*Social Security Number \_\_\_\_\_

Current Address (address, city, state, zip) \_\_\_\_\_

Number of Years a Resident of Colorado \_\_\_\_\_

If less than 7 years residence in Colorado, provide information for past residence

State \_\_\_\_\_ Full Address \_\_\_\_\_

State \_\_\_\_\_ Full Address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>1</sup> A complete listing of the Ecclesiastical Organizations can be found in the Preamble and in the Principal Abbreviations to the *Archdiocese of the Denver's Pastoral Handbook*, as well as in the appendices to the *Archdiocese of Denver's Code of Conduct* (the *Code of Conduct* is Exhibit IV to the *Archdiocese of Denver's Pastoral Handbook*).

<sup>2</sup> A "senior finance employment position" is a position that has significant oversight over the fiscal operations and financial reporting for an entity (e.g., at the Archdiocese it refers to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight; at a parish it refers to the parish business manager and/or bookkeeper (if applicable) and/or to similarly positioned personnel with this level of fiscal oversight; at an Ecclesiastical Organization it refers, where applicable, to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight).

**Fair Credit Reporting Act Disclosure and Authorization**  
(for volunteer and non-senior finance employment positions)

The following is for prospective or current volunteers or employees of (i) the Archdiocese of Denver, or (ii) a parish within the territory of the Archdiocese, or (iii) an Ecclesiastical Organization, as applicable (a complete listing of the Ecclesiastical Organizations can be found in the Preamble or in the Principal Abbreviations to the Archdiocese of the Denver's Pastoral Handbook, or in the appendices to the Archdiocese of Denver's Code of Conduct). For purposes of this Disclosure and Authorization, the term "Employer" shall hereafter refer to that entity to which you are applying to be a volunteer or employee (or at which you are already employed or volunteering), whether that entity is the Archdiocese of Denver, or a parish within its territory, or one of the Ecclesiastical Organizations.

**Disclosure**

When you apply for a volunteer or employment position with the Employer or if you are currently employed by, or performing volunteer services for the Employer, you are a consumer with rights under the federal Fair Credit Reporting Act. When any of the following circumstances exist, the Employer may choose to obtain and use information about you contained in a consumer report from a consumer reporting agency: (1) when considering your application for employment or volunteerism, (2) when making a decision whether to offer you employment or a volunteer position, (3) when deciding whether to continue your volunteer or employment position (if you are engaged/hired as a volunteer or employee), or (4) when making other decisions directly affecting your employment or volunteer position with the Employer.

**For volunteer and non-senior finance employment positions, the Employer will not conduct an investigative consumer report, and will not obtain a report bearing on your credit worthiness, credit standing or credit capacity. The Employer will conduct a criminal background check.**

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the Employer.

A "consumer report" means any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your

eligibility for volunteer and employment purposes. A consumer report includes a criminal background check.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates, or others with whom you are acquainted or who may have knowledge concerning any such items of information.

A copy of the written Summary of Your Rights Under the Fair Credit Act has been provided to you in conjunction with this Disclosure and Authorization.

**Authorization**

(for volunteer and non-senior finance employment positions)

By signing below, I \_\_\_\_\_, hereby voluntarily authorize the Employer, throughout the course of my volunteer services or employment, to obtain a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer or employment position with the Employer. I understand consumer reports include criminal background checks. Notwithstanding the foregoing, I *do not* authorize the Employer to obtain an investigative consumer report or a report bearing on my credit worthiness, credit standing, credit capacity. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

\_\_\_\_\_  
Signed Name

\_\_\_\_\_  
Date



# ARCHDIOCESE OF DENVER

RISK MANAGEMENT PROPERTY/CASUALTY INSURANCE TRUST

1300 S. Steele St. • Denver, CO 80210  
(303) 715-3150 • Fax (303) 715-2041

## VOLUNTEER WORKER HOLD HARMLESS AGREEMENT

Parish/School/Organization: \_\_\_\_\_  
(Understood to include the Archdiocese of Denver)

Volunteer Worker Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

### Medical Information

Medical Insurance: \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Please read the following information, then sign and date at the bottom of the page:

Volunteers are not employees and are not covered by Workers' Compensation insurance at any time. However, volunteer workers are covered, on a limited basis, by an Accident Policy for injuries which occur while doing the volunteer work. This policy will pay up to \$5,000 for medical expenses not covered by the volunteer's own Accident and Health Policy. It does not pay for lost wages or permanent disability.

I have carefully reviewed the information above. I agree to hold harmless and not to sue the above parish/school/organization and the Archdiocese of Denver for any claims for medical expenses, lost wages, permanent disability costs, injury or death benefits as a result of accident or injury while performing volunteer work activities.

I understand that I am responsible for all medical bills if injured while performing volunteer work. If injured, I will be taken to the doctor or hospital specified above. In an emergency I will be taken to the nearest adequate medical facility.

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Attested by Pastor or Supervisor: \_\_\_\_\_

## APPENDIX E

### ACKNOWLEDGMENT OF RECEIPT & AGREEMENT

I, the undersigned, hereby acknowledge that on the following date, \_\_\_\_\_, I received a copy of the Archdiocese of Denver's Code of Conduct.

I have since read its contents and understand its meaning, and agree to conduct myself in conformity with its terms.

I understand that this *Acknowledgment of Receipt & Agreement* will be maintained in my personnel file.

Signature of Church Worker:

\_\_\_\_\_

Printed Name of Church Worker:

\_\_\_\_\_

Archdiocesan Ecclesiastical Organization:

\_\_\_\_\_

Signature Date:

\_\_\_\_\_