

# VOLUNTEER APPLICATION

IP 2030

## The Diocese of Colorado Springs/Parishes/Schools

Parish or School: \_\_\_\_\_

This application is being used to help select suitable individuals for volunteer ministry and to ensure a safe and secure environment for the children and youth who participate in our programs and use our facilities.

PLEASE PRINT

### PERSONAL INFORMATION

Name \_\_\_\_\_  
Circle One: Mr. Rev.  
Ms. Sr. Date \_\_\_\_\_  
Last First Middle Initial

Residence address \_\_\_\_\_  
Street City State Zip Code

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Previously employed/volunteered with any Diocese/Parish? NO YES

If yes, when? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Home Parish \_\_\_\_\_ How long have you been a member of your home parish? \_\_\_\_\_

Marital Status \_\_\_\_\_

Name of Parent or Guardian (if under 18): \_\_\_\_\_

Date of Birth (if under 21): \_\_\_\_\_

Number of children, names, ages, and genders: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What volunteer activity are you interested in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What skills and abilities do you have that make you suitable for this position? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EMPLOYMENT HISTORY FOR PAST 5 YEARS

1. Employed From \_\_\_\_\_ To \_\_\_\_\_  
Company Name \_\_\_\_\_ Supervisor's Name & Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_  
City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_
2. Employed From \_\_\_\_\_ To \_\_\_\_\_  
Company Name \_\_\_\_\_ Supervisor's Name & Phone Number \_\_\_\_\_  
Street Address \_\_\_\_\_  
City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_

## VOLUNTEER HISTORY

List current and previous volunteer positions in chronological order starting with most recent.  
**Attach additional sheets as needed.**

1. Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_  
Organization Name & Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_
2. Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_  
Organization Name & Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_
3. Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_  
Organization Name & Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_
4. Dates of Service: From \_\_\_\_\_ To \_\_\_\_\_  
Organization Name & Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ City & State \_\_\_\_\_  
Work Performed \_\_\_\_\_ Involving minors? Y N  
Reason for leaving \_\_\_\_\_



2) Have you ever been arrested, indicted, a defendant in a trial, or have ever admitted to committing a misdemeanor or felony, or have any outstanding warrants?      YES      NO

If yes, list the offense(s), date(s), outcome(s), and your employer at the time, including your employer's name, address, and telephone number.

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3) Have you ever been convicted of any felony or misdemeanor?      YES      NO

If yes, give an explanation of the incident. Indicate the date, nature, and place of the incident, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

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4) Has any employer ever disciplined you or terminated your employment or have you ever terminated your own employment for reasons related to physical or sexual abuse by you, sexual harassment by you, your unsafe driving, or your theft?      YES      NO

If yes, give an explanation of the allegations. Indicate the date, nature, and place of the allegations, the disposition of the allegations, and your employer at the time, including your employer's name, address and telephone number.

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**APPLICANT'S DECLARATION, AUTHORIZATION, AND RELEASE**

My answers on this application and on any resume I provide are complete and true. I understand that the submission of any false or incomplete information in connection with my application, whether on this or other documents or in interviews, will be cause for the rejection of my application or the termination of my service at any time. I authorize the Diocese of Colorado Springs and its parishes and/or schools to verify any information related to my application or resume. I also authorize all individuals, schools, employers, organizations, and law enforcement officials to freely release any information concerning my background, and I hereby release any and all of them from any liability for doing so.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# MIND YOUR BUSINESS

Pre-Employment Background and EEO Investigation Services

## AUTHORIZATION TO OBTAIN CONSUMER REPORT OR INVESTIGATIVE CONSUMER REPORT

By signing this Authorization, I acknowledge that I have received and read the document titled *Disclosure of Intent to Obtain a Consumer Report or Investigative Consumer Report*, as well as a copy of the document titled *A Summary of Your Rights Under the Fair Credit Reporting Act*.

I authorize St Benedict Parish to obtain a consumer report or investigative consumer report about me from **Mind Your Business, Inc. ("MYB")**. I understand and agree that the information contained in any consumer report MYB provides will be used to determine my eligibility for employment and, if I am hired, my eligibility for continued employment, and that action may be taken by St Benedict Parish based on this information.

I further authorize law-enforcement agencies; public and private schools; federal, state, and local agencies and courts; credit bureaus; information bureaus; current and former employees; financial institutions; licensing agencies; the military; and other individuals and entities to provide any information that is requested by MYB or St Benedict Parish. This information may include alcohol and controlled-substance information from my previous employers.

To assist St Benedict Parish in obtaining a consumer report, I am providing the following information. I understand that providing this information is voluntary; however, without this information, MYB may be unable to properly identify me if it discovers inaccurate information during its background investigation.

I certify that the information that I am providing on this form is true and correct. I understand that any information I provide in an employment application or that I otherwise disclose during my employment may be used to obtain consumer reports and investigative consumer reports.

Full Name (Printed) \_\_\_\_\_  
First Middle Last Maiden/Other

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

**MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box .**

Complete Residence Address \_\_\_\_\_  
Street Number/ PO Box Street Name

City State Zip Code County

Date of Birth\* \_\_\_\_\_ Social Security Number \_\_\_\_\_ Gender \_\_\_\_\_ Race \_\_\_\_\_  
(\*You may elect to call MYB directly at (888) 758-3776 with this information)

Driver's License Number \_\_\_\_\_ State Issued \_\_\_\_\_

Daytime Telephone Number \_\_\_\_\_ Email \_\_\_\_\_

**Please list all additional residences that you have resided in during the past 7 years:**



## **Fair Credit Reporting Act (FCRA) Authorization – For Volunteers**

I voluntarily authorize the Diocese of Colorado Springs or one of its related entities to obtain criminal history records, motor vehicle records, and other investigative consumer reports about me in order to make informed decisions regarding my proposed or actual volunteer relationship with the Diocese of Colorado Springs or one of its related entities, from a consumer reporting agency. I acknowledge that I have rights under the Fair Credit Reporting Act including those discussed in “A Summary of Your Rights under the Fair Credit Reporting Act” which will be provided to me.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose this to the consumer reporting agency being utilized by the diocesan entity, including but not limited to current and former employers and supervisors, credit reporting agencies, law enforcement agencies, educational institutions, motor vehicle departments, municipal, county, state and federal courts to release this information to the organization through the consumer reporting agency being utilized.

\_\_\_\_\_  
Printed Name (with middle name or initial)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# Applicant's Copy

## FAIR CREDIT REPORTING ACT DISCLOSURE AND AUTHORIZATION

**Disclosure.** In order to evaluate your volunteer application or, if you are accepted, to assist management with any volunteer-related decision, the Diocese of Colorado Springs may obtain criminal history records and motor vehicle records regarding you. These may bear upon your character, reputation, criminal records, personal characteristics, or mode of living which is used or collected for the purpose of informing any decision regarding your prospective or actual volunteer relationship. In the case of those handling money or parish assets, it may also include credit history.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act and as summarized in "A Summary of Your Rights under the Fair Credit Reporting Act" which has been provided to you.

*Please complete both pages of this form and keep one copy for your records.*

### Authorization

I voluntarily authorize the Diocese of Colorado Springs to obtain criminal history records and motor vehicle records checks about me in order to make informed decisions regarding my proposed or actual volunteer relationship with the Diocese of Colorado Springs. In the event I will be handling money, or parish assets, I authorize the Diocese of Colorado Springs to obtain credit reports on me as well. I acknowledge that I have rights under the Fair Credit Reporting Act including those discussed in "A Summary of Your Rights under the Fair Credit Reporting Act" which I have received and reviewed.

Printed name (include middle name)

Social Security Number

Street Address

Date of Birth

Gender: F or M

City

State

Zip

Driver's Lic. #

State

Maiden Name / Alias within past 10 years

Other Aliases

Date

Parish/School/Affiliate

Signature

*Para información en español, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, D.C. 20006**

**You may have additional rights under Maine's FCRA, Me. Rev. Stat. Ann. 10, Sec 1311 et seq.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - A person has taken adverse action against you because of information in your credit report;
  - You are the victim of identity theft and place a fraud alert in your file;
  - Your file contains inaccurate information as a result of fraud;
  - You are on public assistance;
  - You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need—usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).



• **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

• **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

• **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights contact:**

Type of Business::	Contact:
1.a. Banks, savings association, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:	a. Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006 b. Federal Trade Commission: Consumer Response Center- FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 5A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77020-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut St., Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20423
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 406 Third Street, SW, 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St. NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

**SEXUAL MISCONDUCT POLICY**  
**OF**  
**THE DIOCESE OF COLORADO SPRINGS**

Effective October 1, 1991  
Tenth revision effective March 31, 2014

**1. Preamble.** God made humans male and female and saw that this was good. Gn. 1:27; 2:21-23; and 5:1-2. God gifted humans with gender and sexuality. The Bible teaches that any good gift from God can become misused or distorted and that such corruption can result in injury, shame and humiliation. Gn. 3:8-13 and II Sam. 11:1-12:15.

The Gospel calls The Diocese of Colorado Springs to minister to all of God's people and to show special tenderness and care for those who are vulnerable, including children and the elderly, and those experiencing illness, loss, and brokenness. The ministries of the Diocese cannot succeed unless the Diocese takes care to ensure that its ministries are safe for all.

**2. Prohibition.** Sexual misconduct<sup>1</sup> is contrary to Christian principles. It is always outside the scope of duties for Diocesan volunteers, for Diocesan Workers,<sup>2</sup> and for Religious.<sup>3</sup> It is forbidden.

**3. Distribution and Acknowledgment of Policy.** The Vicar General or his designee shall distribute a copy of this policy to all Diocesan Workers and Religious, who, in turn, must in writing acknowledge receipt of this policy and agree to comply with its terms.

**4. Education.** Upon request of the Diocese, Diocesan Workers and Religious shall either attend designated educational programs regarding sexual misconduct or review the Diocesan Orientation video and other sexual misconduct educational materials provided by the Diocese.

**5. Background Questionnaires.** Each person applying to become a Diocesan Worker shall complete an information questionnaire and a background investigation disclosure and authorization form as part of the application process. The Vicar General or his designee shall review the information questionnaires and criminal background reports of all Diocesan priests, deacons, seminarians, deacon candidates and of all Religious and extern priests. The Diocesan Insurance and Benefits Manager or his or her designee will review these documents for all other Diocesan Workers.

**6. Obligation to Report.** There are two distinct types of reporting: internal and external. Internal reporting provides notice to Diocesan officials of suspected instances of types of sexual misconduct. External reporting provides notice to local law enforcement agencies of suspected instances of child abuse or neglect.

Internal Reporting: Diocesan Workers and Religious who know or reasonably suspect an incident of sexual misconduct involving a minor or who believe that they are victims of sexual misconduct, shall immediately provide a detailed report of the same to:

Diocesan Misconduct Hotline  
719-866-6505

Office of Child and Youth Protection  
Diocese of Colorado Springs  
228 North Cascade Avenue  
Colorado Springs, Colorado 80903  
719-636-2345

The Bishop will be notified upon any allegation made against a priest or deacon. Upon request of the Vicar General or his designee, the individual making the report shall also provide a detailed, written report.

External Reporting: The Diocese will report every allegation of sexual abuse of a minor to law enforcement. In addition, Colorado law requires “mandated reporters”--including clergy, school employees, medical personnel, mental health professionals, and others--to immediately report every reasonably suspected situation of child abuse or neglect to the appropriate local law enforcement agency. Child abuse or neglect includes more than sexual misconduct against minors as defined by this policy. It includes physical injury of a child, malnutrition, failure to thrive, and inadequate parental provision of food, clothing, shelter, or medical care.

Any Diocesan Worker or Religious who is a mandated reporter and who has any doubt regarding his or her external reporting obligations, should consult with the Vicar General, General Counsel, or the Office of Child and Youth Protection.

Those making external reports should make them by phone and in writing to the appropriate law enforcement agency. The written report must be submitted on the Diocese of Colorado Springs Child Abuse Reporting form. Copies of the form may be acquired from pastors, parish directors, principals, or the Office of Child and Youth Protection.

Subject to certain exceptions, Colorado law states that any person who participates “in good faith in making [such] a report . . . shall be immune from any liability, civil or criminal, or termination of employment that otherwise might result by reason of such” reporting.

Seal of Confession Inviolable. The seal of sacramental confession is inviolate and must never be compromised. Accordingly, both internal and external reporting requirements established by this policy do not apply when the information giving rise to the duty to report is acquired exclusively through sacramental confession. Colorado law exempts clergy from the duty to report when they acquire information giving rise to

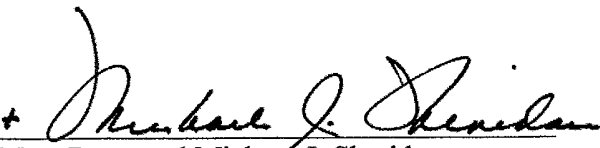
suspicion of child abuse or neglect through privileged clergy communications, like sacramental confession.

**7. Fact-Finding and Administrative Leave.** Whenever a facially credible allegation of sexual misconduct is received, the Vicar General shall immediately consult with Diocesan counsel and the Office of Child and Youth Protection and initiate an appropriate impartial investigation. Investigations of priests and deacons will comply with canon law and pertinent magisterial documents. If it is deemed to be in the best interests of the alleged victim, other vulnerable individuals, the accused individual, or the Diocese, then the Bishop (as regards priests or deacons) or the Vicar General (as regards other individuals) may place the accused individual on administrative leave. Administrative leave is for everyone's protection. It is not punishment, and no one should construe it as implying guilt. This leave may be with or without pay. Whenever the investigation of a priest or deacon so indicates, the Bishop may refer the individual for medical or psychological evaluation and may also limit or revoke clerical faculties pending the outcome of the investigation.

**8. Prohibition for Retaliation.** Any Diocesan Worker or Religious bringing a report of sexual misconduct or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment or discriminated against because of such actions. Diocesan Workers or Religious who suspect any such retaliation must immediately report the same to HR or the Office of Child and Youth Protection.

**9. Discipline.** Corrective action, up to and including termination, will be applied when sexual misconduct has occurred. If a Diocesan Worker or Religious is confirmed to have sexually abused a minor, the Diocese will permanently remove the individual from his or her position or appointment with the Diocese. If such an individual is a Diocesan priest or deacon, the Bishop will, in accordance with canon law, permanently remove the individual from ministry. The Bishop may, in accordance with canon law, receive a request from a priest or deacon for dispensation from the obligation of holy orders and the loss of the clerical state, or the Bishop may request the individual's dismissal from the clerical state even without the consent of the individual. If the penalty of dismissal from the clerical state has not been applied, the offender is to lead a life of prayer and penance, and he will not be permitted to celebrate Mass publicly, to wear clerical garb, or to present himself publicly as a priest.

I, Michael J. Sheridan, Bishop of the Diocese of Colorado Springs, do hereby promulgate this Sexual Misconduct Policy of The Diocese of Colorado Springs this 31st day of March, 2014 and declare that it shall take effect today, and shall continue in force and effect until thereafter revoked or amended by me or my successor.

  
+ Michael J. Sheridan  
Most Reverend Michael J. Sheridan  
Bishop of Colorado Springs

**ACKNOWLEDGMENT AND AFFIRMATION**

IP 2140

I, \_\_\_\_\_, acknowledge that I have received  
(please print your name)  
and reviewed the Sexual Misconduct Policy of the Diocese of Colorado Springs dated  
\_\_\_\_\_ (date of latest revision of policy). I understand that if I have any questions  
regarding my duties under this policy, I am invited to consult with the Director of Mission  
Effectiveness or the Director of Employment Relations of the Diocese of Colorado Springs. I  
affirm that I will comply with all obligations described by this policy and any subsequent  
revisions of this policy.

I acknowledge that I have received and will comply with the Guidelines for Those  
Working With Minors and the Interactions and Behaviors Summary which explain appropriate  
boundaries to be maintained with minors.

I further affirm that, in the event of an arrest by any civil authority, I will notify the  
Parish/School's Safe Environment Coordinator within 48 hours of the arrest and will cease all  
volunteer activities with any parish or school in the Diocese of Colorado Springs until I receive  
written clearance from the Pastor.

I understand that failure to comply with the provisions of this Acknowledgment and  
Affirmation are grounds for dismissal from all volunteer activities within the Diocese of  
Colorado Springs.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date