

## SECTION 3

### ADULT VOLUNTEERS

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## APPLICATION/SCREENING PROCESS FOR ADULT VOLUNTEER APPLICANTS

(as defined in Appendix 5-5.1)

1. Volunteer applicants are to complete an eAppsDB on-line Volunteer Application found at the diocesan web site ([www.gbdioc.org](http://www.gbdioc.org)) under the Volunteerism/Employment banner. The LoSEC, designee, or program supervisor will provide the volunteer applicant with the appropriate title of the parish/school/agency site sponsoring the volunteer position as well as the current data base access code.
2. The prospective volunteer is to receive a copy of the Diocesan Code of Pastoral Conduct for Volunteers (Appendix 3-3) and sign and return the Volunteer Acknowledgment and Acceptance Form (Appendix 3-4). This paper form is to be kept on file with the parish/school/agency.
3. Upon receipt of *Organizational Approval* from the Diocese and a copy of the signed and dated Acknowledgment/Agreement form, the LoSEC can process the on-line Volunteer Application through the Quick Statistics link on the Site Administrator's Home Page. The LoSEC or designee has thirty (30) calendar days to check references, enter date(s) of contact and appropriate notes in the diocesan designated database. A positive recommendation from two (2) references is required before the volunteer can be moved to *Approved* status at the parish/school/agency site level. References may be contacted by telephone or by mail (see Appendix 3-5).
4. The volunteer applicant submits date of attendance/location of past participation in a VIRTUS *Protecting God's Children* Adult Awareness Session or registers on-line with the VIRTUS Organization for an upcoming session. The LoSEC will verify registration and confirm participation. The volunteer has to complete the VIRTUS *Protecting God's Children* Adult Awareness Training Session prior to any volunteer service.
5. The LoSEC or appropriate supervisor will inform the volunteer should participation in the on-line training bulletin program provided by the VIRTUS Organization be required (see Appendix 5-5.1).

The Diocese of Green Bay sponsors a VIRTUS *Protecting God's Children* Adult Awareness Session on the third Tuesday of every month except July. The sessions will commence at 6:00 pm in the Chancery Office, St. Francis Xavier Room, at the diocesan offices in Green Bay. Additional training opportunities scheduled throughout the diocese will also be made available. Check the diocesan webpage [www.gbdioc.org](http://www.gbdioc.org) for a current calendar. Roll over the Protecting Our Children banner, click on VIRTUS, click on "Download Document" under View and Print VIRTUS Session Schedule.

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\*\*\*To register for a training session, visit [www.virtusonline.org](http://www.virtusonline.org) and click on registration/help.  
Under the drop down menu, select the Diocese of Green Bay to begin the on-line registration process. \*\*\*

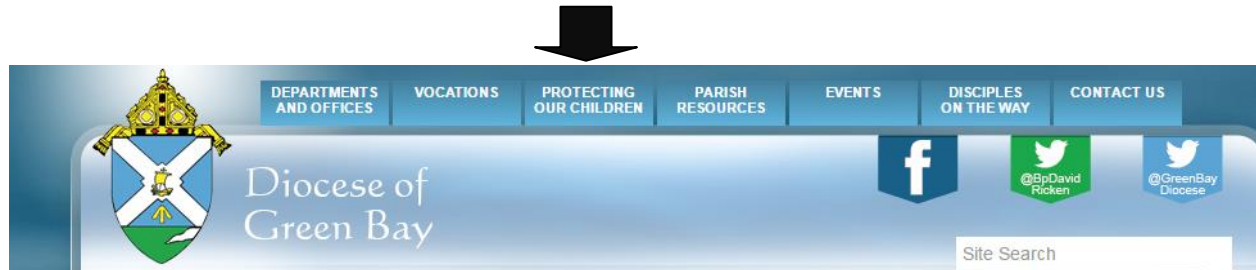
## eAppsDB Instructions for Adult Volunteer Applicant

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of two (2) Professional/Civic references including street, city, state, daytime phone number
- The name of one (1) Personal references including street, city, state, daytime phone number
- Social Security Number
- Driver's License number and renewal date

Now you are ready to get started; log on to the Diocese website at [www.gbdioc.org](http://www.gbdioc.org)

1. With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
1. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Volunteer Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

NOTE: All fields on this screen require entry except middle name and email address but we would encourage you to include your email address for communication purposes. Your email address will not be sold.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which you will do the majority of your volunteer service.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (Zero four)
- A choice for ‘type of application’ is required – **click on the box beside ‘Volunteer’**.
- In the ‘User ID’ field, you should enter a User ID that you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen. Use letters and numbers only. The system is not case sensitive.
- In the ‘Password’ field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the ‘First Name’, ‘Middle Name’, and ‘Last Name’ fields, enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

*Your date of birth is required solely for the purpose of preventing duplicate applications in the system. This information is locked after completion of the background check screen and is not made available to the user or organization.*

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place as you will need it to access your application in the future.

Once you have completed the requested information, **click the ‘Register’ button.** You will receive a message indicating registration has been successful.

**Click on the ‘[click here](#)’ to login and continue with your application.** At the ‘Login Page’ re-enter your User ID and password and **click ‘Login’** to continue. You will arrive at the ‘Application Overview For Volunteer’ screen.

## APPLICATION OVERVIEW

The 'Application Overview' screen provides the following information:

- The status of the application.
- A list of forms required by the organization to be completed.
- The option to view or submit the application.

A red 'X' located by each application form indicates that the form has not been completed.

## MAIN APPLICATION

**To get started, click on the 'Main Application' button.**

The 'Main Application – Pre-Employment' screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for 'second last name' should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

**Click on the 'SAVE' button and you will return to the Application Overview screen**

*The Main Application header should now have a green check next to it indicating it has been completed.*

## DIOCESE OF GREEN BAY QUESTIONNAIRE

**Click on the 'Diocese of Green Bay Questionnaire' button**

- Position Name (**Required**)

The balance of the fields are optional for Volunteer Applicants.

**Click on the 'SAVE' button and you will return to the Application Overview screen**

*The Diocese of Green Bay Questionnaire header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

## RESIDENTIAL HISTORY

**Click on the 'Residential History' button**

If you have resided at your current address for more than 7 years please click on the check box provided; then **click on the 'Return to Application Overview' button.**

If you have NOT resided at your current address for the past 7 years, **click on the 'Add Residential History' button** and you will receive a screen where you may enter information.

When finished, **click on the 'ADD' button.** You will return to the **Residential History** screen and provided an opportunity to see the data entered. An **Edit/Delete** tab is available to correct any errors.

When finished entering all residential history information, **click on the 'Return to Application Overview' button.**

*The Residential History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

**EMPLOYMENT HISTORY**Click on the '*Employment History*' button

This section is optional for Volunteer Applicants. You must click on the box provided if you choose NOT to complete this section or if you are currently not employed; **then click on the '*Return to Application*' button.**

Should you choose to enter any employment information, **click on the '*Add Employment History*' button** and you will receive a screen where you may begin to enter information.

When finished, **click on the '*ADD*' button.** You will be returned to the *Employment History* screen and given an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering employment history information, **click on the '*Return to Application Overview*' button.**

*The Employment header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

**EDUCATIONAL HISTORY**Click on the '*Educational History*' button

This section is optional for Volunteer Applicants. You must click on the box if you choose NOT to complete this section; then **click on the '*Return to Application Overview*' button.**

Should you choose to indicate your highest level of education completed, click on the appropriate box; then **click on the '*Save Selection*' button.**

You will be returned to the **Application Overview screen**

*The Educational History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

**VOLUNTEER HISTORY**Click on the '*Volunteer History*' button

This section is optional for Volunteer Applicants. You may click on the check box if you choose NOT to complete this section or you do not have a volunteer history to share; then **click on the '*Return to Application Overview*' button.**

Should you so choose, up to 3 of your most recent volunteer activities may be entered. **Click on the '*Add Volunteer History*' button** and you will receive a screen where you may begin to enter information.

When fields are complete, **click on the '*ADD*' button.** You will return to the Volunteer History page and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When completely finished entering volunteer history information, **click on the '*Return to Application Overview*' button.**

*The Volunteer History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

**REFERENCES MAIN SCREEN**Click on the '*References*' button

The 'References' screen requires two Professional/Civic and one Personal reference completed in full

- A Professional/Civic reference is a Supervisor you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities) **\*\*\* DO NOT use FAMILY MEMBERS as References. \*\*\***
- All references must be over 18 years of age.

**Click on the '*Add/Edit*' button** to begin entering information. When the fields are complete, **click on the '*Add*' button** and you will be given an opportunity to see the data entered. An '*Add/Edit*' tab is available to correct any errors. When you are finished entering all three references, **click on '*Return to Application Overview*' button.**

*The References header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.*

**DECLARATIONS****Click on the ‘Declarations’ button**

The ‘Declarations’ screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to ‘**Check here to indicate your signature on this form**’ and **enter the current date**.

After completing this process, **click on the ‘Save the Declarations’ button**.

You will return to the **Application Overview** screen

*The Declarations header should now have a green check next to it indicating it has been completed; the font color will have also changed from blue to red.*

**BACKGROUND CHECK****Click on the ‘Background Check’ button**

The ‘Background Check Information’ screen requires:

- Are you at least 18 years of age?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does this position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number\*
- Driver’s license number and renewal date\*
- Date of Birth will be indicated; verify it is correct\*
- Gender\*

\* refers to **REQUIRED**  
information

**Click on the ‘SAVE’ button**

*\*To protect your privacy, the personal information entered will be “locked” and unavailable for further viewing or editing after you successfully ‘SAVE’ your Background Check Information.*

You will be returned to the *Application Overview*

**SELECT SITES****Click on the ‘Select Sites’ button**

The ‘Select Sites’ screen features your Primary Parish/School/RE Program/Agency indicated in ‘red’. If you would like your Volunteer Application viewable by additional sites, select and ‘ADD’ these sites in this section. When finished adding any additional sites, **please click on the ‘SAVE’ button**.

You will be returned to the *Application Overview* screen

Now that you have completed all sections, you may ‘*submit*’ your application. **Click on the ‘Submit Application’ button** and follow the screen instructions along the way. When the submission of your application has been completed successfully you will receive the following confirmation message: ‘You have successfully submitted the application. Thank you!’

**The Diocesan Safe Environment Department  
can be reached at 920-272-8198 or  
toll-free 1-877-500-3580 x8198.  
Email officesafeenv@gbdioc.org**



Diocese of  
Green Bay

## DIOCESAN CODE OF PASTORAL CONDUCT FOR VOLUNTEERS

The Diocese of Green Bay expects those who volunteer service to conduct themselves properly and appropriately in their relationships with the people they serve, especially with minors and individuals at risk.

As a volunteer, I promise to strictly follow and adhere to the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children, youth and individuals at risk of our parish/school.

**As a volunteer, I will:** \_\_\_\_\_

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with children/youth or individuals at risk. i.e., in a residence, sleeping facility, locker room, dressing facility or other closed room or isolated area.
- Use positive reinforcement rather than criticism, competition, or comparison when volunteering.
- Refuse to give or receive any gifts without approval from appropriate administrators.
- Report suspected abuse of a minor to the Department of Health and Family Services, local civil authorities and the program administrator. Failure to report suspected abuse to civil authorities is a misdemeanor. Also contact the Office of Safe Environment at 920-272-8174.
- Report suspected abuse of an individual at risk to the Wisconsin Bureau on Aging and Long-Term Care Resources telephone line at 608-266-2568. Ask for the contact names and numbers for Adult Protective Services in your home county.
- Call 911, police, or the hospital emergency room if someone is in imminent danger,
- Cooperate fully in any investigation of abuse.
- Be responsible for maintaining clear professional boundaries if an inappropriate personal or physical attraction develops between me and children/youth or individuals at risk.
- Use a team approach in my ministry whenever possible.

**As a volunteer, I will not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering or share these with minors.
- Pose any health risk (i.e., no fevers or other contagious situations).
- Touch anyone in a sexual or otherwise inappropriate manner.
- Use any discipline that frightens or humiliates others.
- Use profanity.
- Access, possess or distribute child pornography including taking photos of minors while they are undressing or are unclothed.

**Confidentiality** \_\_\_\_\_

Trust is one of the cornerstones in all pastoral relations. Volunteers should understand they have an ethical duty not to disclose confidential information they may come upon during the course of being a volunteer.

**Conflicts of Interest** \_\_\_\_\_

Avoid all situations that might present a conflict of interest. Even the appearance of a conflict of interest can call integrity and professional conduct into question.

**Ethical Misconduct** \_\_\_\_\_

Volunteers have a responsibility for maintaining the highest ethical standards. When an uncertainty exists about a situation or that violates religious, moral, or ethical principles, discuss the issue with your supervisor.

**Acknowledgement** \_\_\_\_\_

I understand that as a volunteer working with children, youth or individuals at risk, I am subject to a thorough background check including criminal history and completion of the VIRTUS Protecting God’s Children Adult Awareness Session. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

**The Diocese of Green Bay will not tolerate the sexual abuse or sexual exploitation of a minor or individual at risk by a volunteer who is in the service of the Diocese.**



**AGREEMENT FORM  
FOR  
VOLUNTEERS**

As a condition of my volunteer service in this local church, I agree to strictly follow and adhere to the *Code of Pastoral Conduct for Volunteers* of the Diocese of Green Bay. Moreover, I understand that such is necessary for me to maintain volunteer service in this local Church.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



INSERT THE PARISH, SCHOOL,  
OR AGENCY LOGO OR  
LETTERHEAD HERE

An electronic version is available.  
Contact the Safe Environment Department.

**VOLUNTEER REFERENCE CHECK**  
for persons using the eAppsDB on-line application

**All References must be at least 18 years of age**

Check One:

Professional/Civic reference

Personal reference

*Your response to this request will be kept confidential and will not be shared with the volunteer named herein.*

\_\_\_\_\_ is interested in sharing time, talent, and service with our Catholic parish/Catholic school/Catholic agency. Your name has been submitted as a reference.

How long have you known this person? \_\_\_\_\_

What is your relationship to this person? \_\_\_\_\_

This volunteer ministry involves contact with children, youth, and/or individuals at risk. Is there anything in this person's background or in your feelings that would suggest you have a concern about this person working with children, youth, and/or individuals at risk?

No

Yes

I prefer to speak with you by phone

Please call me at: \_\_\_\_\_

Comments:

\_\_\_\_\_  
please print your name

\_\_\_\_\_  
signature

\_\_\_\_\_  
phone number

\_\_\_\_\_  
today's date

Please return this form to the name and address listed below.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you for assisting us in our efforts to create safer environments for all of God's people.

\_\_\_\_\_  
*insert name of LoSEC or Parish/School representative here*

\_\_\_\_\_  
*insert contact phone number here*

\_\_\_\_\_  
*insert contact address here*

## eAppsDB Instructions for LoSECs Entering Applications on Behalf of Volunteer Applicants

Log on to the Diocese website at [www.gbdioc.org](http://www.gbdioc.org)

- With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
- Click on “**Background Checks**” and then click on the “**eAppsDB**” link.
- At the ‘Login Page’ of eAppsDB, enter your site administrator User ID and password that was provided to you by the Diocese and **click ‘Login’** to continue.

After successfully logging in to eAppsDB, you will receive the ‘Site Administrator Home Page’ screen. **Click on the ‘*Create a New Application*’ link.**

You will receive the ‘New User Registration’ screen.

- All fields on this screen require entry except middle name and email address.
- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which the Volunteer Applicant will perform the majority of their volunteer service.
- A choice for ‘type of application’ is required, **click on the box beside ‘Volunteer’**
- In consultation with the Volunteer Applicant, enter a User ID that will be used to access this application in the future. Please read the requirements for User ID at the bottom of the registration screen.
- In consultation with the Volunteer Applicant, enter a password that will be used to access this application in the future. Please read the requirements for the password at the bottom of the registration screen. You are prompted to enter the password twice for verification purposes.
- In the ‘Name’ fields, enter the name of the Volunteer Applicant as it appears on their driver’s license.
- In the ‘Date of Birth’ field, please enter the Volunteer Applicant’s DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.
- Was a previous background check processed outside of the eAppsDB system? If yes, you will be prompted to enter the date this background check was processed and then indicate if any records were found.

Once you have completed the requested information, **click the ‘*Register*’ button.**

You will receive a message indicating registration has been successful.

**Click on the ‘*click here*’ button and you will return to the *Application Overview for Volunteer* screen.**

<b>APPLICATION OVERVIEW</b>
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The ‘Application Overview’ screen provides the following information:

- The status of the application.
- A list of forms required by your organization to be completed.
- The option to view or submit the application.

A red ‘X’ located by each application form indicates that the form has not been completed.

**Click on the ‘*Main Application*’ button**

## MAIN APPLICATION

The ‘Main Application’ screen should feature the Volunteer Applicant’s full name as previously entered.

- There are two fields for last name.

The last name entered in the last name field will be used as the alphabetizing last name. If the Volunteer Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for ‘second last name’ should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)

- Address, city, state, zip
- Phone – home, work and cell
- Email address – personal and work (if they can be contacted at work)

**Click on the ‘SAVE’ button and you will return to the *Application Overview* screen**

*The Main Application header should now have a green check next to it indicating it has been completed.*

**Now click on the ‘*Diocese of Green Bay Questionnaire*’ button**

## DIOCESE OF GREEN BAY QUESTIONNAIRE

- Position Name (**Required**)

The balance of the fields are optional for Volunteer Applicants:

- If married, spouse’s name.
- If a parent, please indicate child(ren)’s ages.
- If driving will be a part of the Volunteer Applicant’s ministry – valid driver’s license?
- Name of insurance company.
- Times available for volunteering
- List any interests, hobbies or skills ...
- Share a few thoughts about interest in volunteering.
- Is there a particular group of people/ministry...
- Is there a particular group of people/ministry ...

**Click on the ‘SAVE’ button and you will return to the *Application Overview* screen**

*The Main Application header should now have a green check next to it indicating it has been completed.*

**Click on ‘*Residential History*’ button**

## RESIDENTIAL HISTORY

If the Volunteer Applicant has resided at their current address for more than 7 years, click on the check box provided; then **click on the ‘*Return to Application Overview*’ button.**

If the Volunteer Applicant has NOT resided at their current address for the past 7 years, click on the ‘***Add Residential History***’ button and you will receive a screen where you may enter information.

When finished, click on the **ADD** button. You will return to the ***Residential History*** screen and be provided an opportunity to see the data entered. An ***Edit/Delete*** tab is available to correct any errors.

When finished entering all residential history information, **click on the ‘Return to Application Overview’ button.**

*The Main Application header should now have a green check next to it indicating it has been completed.*

#### Click on ‘Employment History’ button

#### EMPLOYMENT HISTORY

This section is optional for Volunteer Applicants. Click on the check box if the Volunteer Applicant chooses NOT to complete this section or is currently not employed; then **click on the ‘Return to Application’ button.**

Should the Volunteer Applicant choose to enter employment information, **click on the ‘Add Employment History’ button** and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘ADD’ button.** You will be returned to the *Employment History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering employment history information, **click on the ‘Return to Application Overview’ button.**

*The Main Application header should now have a green check next to it indicating it has been completed.*

#### Click on ‘Educational History’ button

#### EDUCATIONAL HISTORY

This section is optional for Volunteer Applicants. Click on the check box if the Volunteer Applicant chooses NOT to complete this section; then **click on the ‘Return to Application Overview’ button.**

Should the Volunteer Applicant choose to indicate the highest level of education completed, click on the appropriate box, then **click on the ‘Save Selection’ button.**

You will be returned to the *Application Overview* screen.

*The Main Application header should now have a green check next to it indicating it has been completed.*

#### Click on the ‘Volunteer History’ button

#### VOLUNTEER HISTORY

This section is optional for Volunteer Applicants. Click on the check box if the Volunteer Applicant chooses NOT to complete this section or has NO volunteer history to share; then **click on the ‘Return to Application Overview’ button.**

Should the Volunteer Applicant choose, up to 3 of the most recent volunteer activities may be entered. **Click on the ‘Add Volunteer History’ button** and you will receive a screen where you may begin to enter information.

When fields are complete, **click on the ‘ADD’ button.** You will be returned to the Volunteer History page and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When completely finished entering volunteer history information, **click on the ‘Return to Application Overview’ button.**

*The Main Application header should now have a green check next to it indicating it has been completed.*

**Click on the ‘References’ button**

### REFERENCES MAIN SCREEN

The ‘References’ screen requires:

- 2 Professional/Civic and 1 Personal references (name [first and last], address, city, state, country, daytime phone and how long the applicant has known this person, and relationship to the applicant)
  - A Professional/Civic reference is a Supervisor for whom the Volunteer Applicant has worked for in a professional and/or volunteer capacity.
  - A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)
- \*\*\*DO NOT use FAMILY MEMBERS as References.\*\*\***
- All references must be over 18 years of age.
  - References must be completed in full.

**Click on the ‘Add/Edit’ button** to begin entering information. When the fields are complete, **click on the ‘Add’ button** and you will be provided an opportunity to see the data entered. An **Add/Edit** tab is available to correct any errors. When finished with the process of entering all three references, **click on ‘Return to Application Overview’ button.**

*The Main Application header should now have a green check next to it indicating it has been completed.*

**Click on the ‘Declarations’ button**

### DECLARATIONS

The ‘Declarations’ screen requires you to:

- Verify the Volunteer Applicant’s agreement with the organization policies by clicking on the check box next to each statement
- Check the signature box and enter the date the Declarations form was signed by the Volunteer Applicant

The **‘For Administrator Only’** section will require you as the LoSEC to click on the check box testifying that the Volunteer Applicant’s original signed declaration paper form is on file. Then enter your first and last name.

After completing all information, **click on the ‘Save the Declarations’ button.**

You will return to the **Application Overview screen**

*The Main Application header should now have a green check next to it indicating it has been completed.*

**Click on the ‘Background Check’ button**

### BACKGROUND CHECK

The ‘Background Check Information’ screen requires:

- Are you at least 18 years of age?\*
- Have you ever been convicted of or plead guilty to a misdemeanor or felony? \*

- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does the position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number \*
- Driver's license number and renewal date
- Date of Birth will be indicated; verify it is correct.
- Gender\*

* refers to <b>REQUIRED</b> information
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### Click on the '**SAVE**' button

*To protect the Volunteer Applicant's privacy, the personal information entered will be "locked" and unavailable for further viewing or editing after you successfully SAVE the Background Check Information.*

You will be returned to the **Application Overview**

*The Main Application header should now have a green check next to it indicating it has been completed.*

### Click on the '**Select Sites**' button

<b>SELECT SITES</b>
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The 'Select Sites' screen features your primary Parish/School/RE Program/Agency in 'red'. If the Volunteer Applicant would like their application to be viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, please **click on the 'SAVE' button**.

You will be returned to the **Application Overview** screen

Now that you have completed all sections, you may '**Submit**' the application. **Click on the 'Submit Application' button** and follow the screen instructions along the way. When the submission of the application has been completed successfully you will receive the following confirmation message, 'You have successfully submitted the application. Thank you!'

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<p>The Diocesan Safe Environment Department can be reached at 920-272-8198 or toll-free 1-877-500-3580 x8198. Email <a href="mailto:officesafeenv@gbdioc.org">officesafeenv@gbdioc.org</a></p>
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Diocese of  
Green Bay

Catholic Diocese of Green Bay  
PO Box 23825  
Green Bay, WI 54305-3825  
(920) 437-7531

eAppsDB User ID \_\_\_\_\_

Password \_\_\_\_\_

## Volunteer Application

(Applicants with disabilities may request any needed accommodations to complete the application process)

An \* by a field indicates that entry is required in the field. Required fields must be completed.

Position Desired\* \_\_\_\_\_ Parish/School/Agency\* \_\_\_\_\_

### Main Application (Please Print Clearly)

Enter your full legal name, as it would appear on your driver's license.

Name: \_\_\_\_\_  
First\* Middle Last\* (alphabetizing)

Second Last Name (if applicable): \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_  
City\* State\* Zip\*

Home Phone: \_\_\_\_\_  
Area Code\* Number\*

Cell Phone: \_\_\_\_\_  
Area Code Number

Work Phone (if you may be contacted at work): \_\_\_\_\_  
Area Code Number

Personal Email Address: \_\_\_\_\_

Work Email Address (if you may be contacted at work): \_\_\_\_\_

### Diocese of Green Bay Questionnaire *(Completion of this section is optional.)*

If married, spouse's name: \_\_\_\_\_

If a parent, please indicate child(ren)'s ages: \_\_\_\_\_

If driving will be a part of your ministry – valid driver's license? \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Time available for Volunteering – *Please indicate (M) Morning, (N) Afternoon, (E) Evening, (A) Any*

Sunday \_\_\_\_\_ Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

### Interests, Hobbies, Skills:

Please list any interests, hobbies or skills you feel you would like to contribute as a volunteer.

**Diocese of Green Bay Questionnaire (Continued)**

Please share a few thoughts about your interest in volunteering.

**Preferences:**

Is there a particular group of people/ministry with whom you are especially interested in serving?

Is there a particular group of people/ministry with whom you would not be comfortable?

**Residential History**

Check here if you have lived in your current residence for longer than 7 years.

If you have lived in your current residence for 7 or more years, please do not complete residential history. You only need to check the box at top of this section.

Beginning Dates* (mm/yyyy)	Ending Dates*	Street Address*	City*	State*/Zip*	Country
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				
Date_____	Date_____				

**Current Employment** *(Completion of this section is optional.)*

Check here if you are not currently employed

Number of years	Company name and address (City, State, Zip)	Immediate Supervisor name & phone number	Position Held/Job Title



**Educational History** (Completion of this section is optional.)

Check highest level completed

\_\_\_\_\_ None    \_\_\_\_\_ High School    \_\_\_\_\_ College    \_\_\_\_\_ Graduate School

**Volunteer History** (Completion of this section is optional.)

\_\_\_\_\_ Check here if you have no volunteer history.

Volunteer history should include 3 of your most recent activities.

<b>Dates (mm/yyyy) (Start with most recent)</b>	<b>Organization City, State, Zip</b>	<b>Contact</b>	<b>Contact Phone Number</b>	<b>Position/Duties</b>
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

**References**

A Professional/Civic reference is a reference from a Supervisor you have worked for in a professional and/or volunteer activity.

A Personal reference is a reference from a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities)

**\*\*\*DO NOT use FAMILY MEMBERS as References. \*\*\***

All references must be over 18 years of age.

<b>Reference Name* First/Last</b>	<b>Address* (Complete Mailing Address)</b>	<b>Daytime Phone*</b>	<b>How long have you known this person?</b>	<b>Relationship?</b>
Professional/Civic*				
Professional/Civic*				
Personal*				

### Confidential Background Check Information

*Please note: Information in this section is only used to obtain background checks, which are reviewed by a diocesan official in strictest confidence.*

Are you at least 18 years of age?\* Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you ever been convicted or plead guilty or no contest to a misdemeanor or felony or other offense or civil forfeiture?** Yes \_\_\_\_\_ No \_\_\_\_\_

(Note: A conviction is not an automatic bar to volunteering except as it may substantially relate to the volunteer position to which you are applying.)

If yes, please provide information as to offense, date of offense or conviction and location of court: \_\_\_\_\_

*(Note: A conviction is not an automatic bar to volunteering except as it may substantially relate for the volunteer position for which you are applying.)*

Does the position desired involve routine handling of money or SCRIP?\* Yes \_\_\_\_\_ No \_\_\_\_\_

Have you changed your name in the past 7 years?\* Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what was your previous name? \_\_\_\_\_

Social Security Number:\* \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_ Renewal date: \_\_\_\_\_

Date of Birth: Month\* \_\_\_\_\_ Day\* \_\_\_\_\_ Year\* \_\_\_\_\_

Gender:\* Male \_\_\_\_\_ Female \_\_\_\_\_

### Selected Sites *(Completion of this section is optional.)*

Please indicate the city and the name of any additional parishes/schools /agencies with which you would like this application to be registered.

Name of Parish/School/Agency	City/Location

**Declarations** *(Completion of all fields in this section is required.)*

The Catholic Diocese of Green Bay (CDGB) appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application process is designed to help us provide the highest quality Catholic programs. We take seriously our responsibility to keep records confidential. This includes, without limitation, the results of investigative reports. These reports, prepared under the Fair Credit Reporting Act for the benefit of the Diocese/Catholic parishes/Catholic schools/Catholic agencies, will include criminal background checks for all and may include investigative consumer reports. **This does not give the CDGB the authorization to conduct a credit check.** All information relating to the investigative reports will be stored in a secure and locked area.

Please read and initial each of the statements below.

\_\_\_\_\_ I understand I can withdraw from the application process at any time.

\_\_\_\_\_ I understand that information may be obtained from sources I provided on the application and this information will be held confidentially by the CDGB and its local representative(s) and not revealed to me.

\_\_\_\_\_ I understand I have an ethical duty not to disclose confidential information that I may come upon during the course of being a volunteer.

\_\_\_\_\_ I agree to observe the CDGB's and any local guidelines/policies pertaining to the programs for which I am applying.

\_\_\_\_\_ I understand the CDGB and its local representative(s) take all allegations of abuse seriously. Abuse of minors or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

\_\_\_\_\_ I understand the CDGB and its local representative(s) cooperate fully with church and civil authorities to investigate all cases of alleged abuse.

\_\_\_\_\_ I will notify my parish, school or agency and the CDGB if arrested or charged as well as if convicted.

\_\_\_\_\_ I understand that the CDGB is committed to maintaining a safe, healthy and efficient working environment for its employees/volunteers by creating a drug-free and crime-free workplace. I am aware that the CDGB may routinely complete a past employer check, a reference check, a criminal background check, a valid driver's license and driving record test. I agree to provide additional information, including fingerprints, if requested.

\_\_\_\_\_ I hereby certify that the answers given by me to the above questions and statements are true and correct. I hereby authorize the employers, schools, and persons named in this application to give any information requested regarding my employability, character, and qualifications and release them from all liability for any damages for issuing this information. It is understood and agreed that any misrepresentation, false statement or omissions by me in the application, will be sufficient reason for rejection of my application or for dismissal at any time during my volunteer service, without liability to the Diocese. I also understand that including extraneous information not requested on this application will be sufficient reason for its rejection. I hereby release the Diocese of Green Bay and any and all persons, business entities and government agencies, whether public or private from any and all liability, claims and/or demands related to the providing of this information.

\_\_\_\_\_ I have completely and accurately provided information for all areas of this application. I understand that my failure to do so will disqualify me from consideration.

\_\_\_\_\_ My signature indicates that I have read and understand the above stated information within this document and am signing below of my own free will.

**Do not sign until you have read and initialed all of the above statements.**

**Printed Name** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_