



Dear member of the St. Jude Parish and Catholic School community:

The Diocese of Ft. Wayne-South Bend, by directive from the U.S. Conference of Catholic Bishops' 2003 *Charter for the Protection of Children and Young People*, requires us to implement an application and screening (background check) process for all employees and volunteers, particularly those whose duties regularly bring them into contact with minors. Please review the general guidelines and forms that volunteers and employees must submit:

Volunteers—*people who serve in the following capacities:*

- **religious education teachers, youth group leaders, youth ministry trainers**
- **room parents, tutors, classroom or school volunteers**
- **field trip chaperones or drivers**
- **athletic coaches, extracurricular club leaders, choir/music directors**
- **scout/organizational leaders (for events hosted on St. Jude property)**
- **any person who maintains a position of regular interaction with our children**
- * ***persons aged 14-17 (complete the “Young Person” form and the Handbook/Video form)***

Employees—*people who serve in the following capacities:*

- **teachers/faculty members**
- **substitute teachers, specialty subject teachers, aides, resource, librarians• secretaries, maintenance, cleaning, and other support staff**
- **recess supervisors and lunch servers/coordinators**
- **any position of duty for which you receive compensation from St. Jude School, St. Jude Parish, or the Diocese of Ft. Wayne-South Bend**

Volunteers and employees need to complete ALL of the following steps—*please keep this checklist for your own records and to show that you have completed all steps.*

- ___ 1. Complete the **volunteer/employment application** (adults only), **background check authorization** (employees only), or the **young person authorization***** (14-17 yrs).
- ___ 2. Download the **Personal Conduct and Policy Manual for Volunteers** or **Employee Personnel Policy and Benefits Manual** (or request a paper copy from school).
<http://www.diocesefwsb.org/POLICY/policy_manuals.htm>
- ___ 3. View the Diocesan **Safe Environment training video** (or check out a DVD for viewing from the school). <<http://www.diocesefwsb.org/POLICY/video.htm>>
- ___ 4. Sign the **Verification of Receipt and Viewing of Manual and Training Video** form.
(****persons aged 14-17 years must view the documents and complete this form too!*)
- ___ 5. Complete the **consumer report authorization** (*only if you resided outside of Indiana on a permanent or semi-permanent basis within the past 10 years*), which allows the Diocese to run a national background check. They will **NOT** check your credit file!

**DIOCESE OF FORT WAYNE-SOUTH BEND
VOLUNTEER APPLICATION**

The Diocese of Fort Wayne-South Bend thanks you for offering to provide volunteer services. Your willingness to give of your time is truly valued. We appreciate your completing the following information and look forward to the potential of working with you as we build our faith community together.

BASIC INFORMATION (Please print)

Name (including maiden): _____

Address: _____

Other States in Which You Have Resided During Last Ten (10) Years With Dates of Residence:

Home Telephone: (_____) _____ Business Telephone: (_____) _____

Date of birth: _____ Email: _____

Religion (If not Catholic, please also indicate if you were previously Catholic): _____

Emergency Contact (Name and Telephone Number): _____

PERSONAL REFERENCES: (Three (3) references minimum. No reference may be a relative or a person with whom you live. The references must include at least one (1) reference from each parish in which you have been a member or community (city, town) in which you have resided during the last ten (10) years. Use additional sheets if necessary.)

Name/Relationship	Address	Telephone Number
		()
		()
		()
		()

BACKGROUND INFORMATION

- Have you previously volunteered at, or been employed by, a diocesan school or any other diocesan agency? _____. If yes, please indicate: a) the name of the school/agency where you volunteered/worked; b) the job(s) performed; c) the time period included; and d) the reason why your volunteer service/employment ended.
 - _____
 - _____
 - _____
 - _____

2. Have you ever volunteered at, or been employed by (including self-employed), any non-diocesan school, business, charity, institution, or entity at which you worked with, cared for, or otherwise had direct or indirect contact with children? _____. If yes, please indicate for each: a) the name, address, and phone number of the place where you volunteered/worked; b) the time period you volunteered/worked; c) describe the job(s) performed; and d) the reason why your volunteer service employment ended.
- a) _____
- b) _____
- c) _____
- d) _____

3. Have you ever been arrested for or convicted of a crime? (Yes or No) _____

If you have ever been arrested for or convicted of a crime, other than a non-moving traffic offense, please indicate the nature, date and place of each arrest or conviction; sentence received; sentence served; the name of any probation or parole officer; and, any other facts or circumstances that you wish to provide.

INTERESTS

Type of service/activity for which you would like to volunteer _____

I certify the information contained in this application is true and complete. I acknowledge that if I am accepted as a volunteer, if any of the information requested by this form changes, I have a continuing obligation to notify the diocese of such new information immediately. I authorize the diocese, its employees and agents to undertake an investigation that it deems appropriate in connection with this application and agree to cooperate with that process. I understand that such investigation may include, among other things, contact with my personal references and conducting a criminal history check on me.

I understand that the diocese is under no obligation to accept me as a volunteer. I further understand that the diocese will not accept me for a volunteer position if I fail to complete this form, or if any of the information that I have provided on this form or discovered by the Diocese renders me unacceptable for a volunteer position, as determined solely by the diocese.

I understand that if I am accepted for a volunteer position, I am bound to comply with all diocesan rules, directives, policies, procedures, etc., including but not limited to those concerning Church teachings, morals, and personal conduct. I acknowledge that, in the event I am accepted for a volunteer position, the diocese has the right to utilize my volunteer service as it deems necessary and to terminate my volunteer service at any time.

Signature of Volunteer Applicant

Date

YOUNG PERSON VOLUNTEER AUTHORIZATION

My child, _____, who is age 14 through 17, has requested to perform service as a volunteer for the Diocese of Fort Wayne-South Bend ("Diocese"). I understand that the volunteer service may include work with children and other young persons. I also understand that my child may need to receive training in order to qualify to perform the volunteer service that is requested or assigned. I authorize my child to receive any necessary training and to perform volunteer service for the Diocese. I certify that I am not aware of any problem with or past conduct on the part of my child which indicates, to any degree, that my child may pose of risk of harm to himself/herself or to others with whom my child may interact as a volunteer for the Diocese. I understand that the Diocese retains the right, in its sole discretion, to determine whether my child may perform volunteer service for the Diocese.

PARENT

CHILD

Signature

Signature

Printed Name

Printed Name

Date: _____

Date: _____

Address: _____

Phone Number: _____ E-mail: _____

Emergency Contact Name and Telephone Number:

Reviewed and Screened by: _____ Date: _____

Determination: _____

VERIFICATION OF RECEIPT OF
*PERSONAL CONDUCT AND POLICIES MANUAL
FOR VOLUNTEERS OF THE DIOCESE OF
FORT WAYNE-SOUTH BEND, INC.*

- Download it at <http://www.diocesefwsb.org/POLICY/policy_manuals.htm>
OR receive a hard copy by request from the St. Jude School Office (291-3820)

By signing below, I acknowledge that I have received a copy of and agree to abide by the terms of the Personal Conduct and Policies Manual for Volunteers of the Diocese of Fort Wayne-South Bend, Inc. I understand that I have been given this Manual for information purposes only and that the Manual does not create an express or implied employment contract of any kind. I understand that the policies and other information referenced in the Manual are subject to change or deletion at the Diocese's discretion at any time. I also understand that I am not required to volunteer for the Diocese of Fort Wayne-South Bend, Inc. for any set period of time and that the Diocese is not required to utilize my volunteer services for any set period of time. I or the Diocese may terminate the relationship for any reason at any time.

Volunteer Signature

Date

VERIFICATION OF
*VIEWING SAFE ENVIRONMENT
EDUCATIONAL VIDEO*

- Download/view it at <<http://www.diocesefwsb.org/POLICY/video.htm>>
OR request to check out/view the DVD at the St. Jude School Office (291-3820)

By signing below, I acknowledge that I have viewed the video, Safe Environment Training, in its entirety on the date noted and will to the best of my ability implement the information contained in it for the protection of children.

Volunteer Signature

Date

Printed Name

DISCLOSURE OF RIGHT TO OBTAIN CONSUMER REPORT

If authorized by you, the Diocese of Fort Wayne-South Bend, Inc. (“Diocese”) may obtain and use a “consumer report” from a “consumer reporting agency” that discloses various information about you.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” that is related to your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, or criminal history. This information is collected and may be used for the purpose of evaluating your eligibility for employment or volunteer service. **Unless you are told otherwise, the target of the consumer report secured by the Diocese will concern only criminal history information.**

A “consumer reporting agency” (“CRA”) is a person or business that regularly collects or evaluates consumer credit information or other information on consumers to provide “consumer reports” to others. The agency performs this service for monetary fees, dues or on a cooperative non-profit basis.

The Fair Credit Reporting Act (“FCRA”) is a federal law that establishes rights for consumers. The FCRA defines “consumer report” and a CRA. As an applicant for employment or volunteer service with the Diocese, you are a “consumer” and are protected by the FCRA.

If authorized by you, the Diocese may obtain and use a “consumer report” from a CRA when:

- Considering your application for employment or volunteer service;
- Making a decision whether to offer you employment or a volunteer position;
- Deciding whether to continue your employment or volunteer service (if you are a current employee of volunteer); and/or
- Making other position-related decisions affecting you, including job assignments.

Diocese will obtain any consumer reports from:

ChoicePoint Records Inc.
1000 Alderman Drive
Alpharetta, Georgia 30005
Telephone: (866) 432-7241

If Diocese obtains a “consumer report” about you, and if Diocese considers any information in the “consumer report” when making a decision that directly and adversely affects you, Diocese will disclose this to you and provide the name and address and telephone number of the CRA to you. Included with this Disclosure is a written summary of your rights as a consumer under the FCRA. Please read it carefully and familiarize yourself with your rights. You also may contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports” and CRAs. By signing below, I acknowledge review of this Disclosure and receipt of a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.”

Date: _____

Applicant’s Signature

Applicant’s Printed Name

Date: _____

Witness Signature

Printed Name

NAME OF PARISH / SCHOOL, CITY & STATE

DISCLOSURE OF RIGHTS AND AUTHORIZATION

1. In connection with my application for employment or volunteer service with the Diocese of Fort Wayne-South Bend, Inc. ("Diocese"), I voluntarily request and authorize the Diocese to obtain consumer report information about me that is legally obtainable under the Fair Credit Reporting Act ("FCRA") and any applicable state laws from credit agencies, educational institutions, governmental agencies, business or personal references, courts, law enforcement agencies, military services, and past or present employers. While I understand that the Diocese is specifically interested in securing criminal history information about me, I also understand that a consumer report may include information as to my credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, as well as criminal history information. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living.

2. I specifically authorize the Diocese to obtain a consumer report about me from a third party credit reporting agency, namely:

ChoicePoint Records Inc.
1000 Alderman Drive
Alpharetta, Georgia 30005
Telephone: (866) 432-7241

I grant the Diocese permission to consider the consumer report when making decisions regarding my potential employment or volunteer service with the Diocese.

3. I understand that I have rights under the FCRA related to these consumer reports and acknowledge that a summary of those rights has been provided to me.

4. I understand that the following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and, as provided herein, will not be used by the Diocese for any other purposes than securing a consumer report.

AUTHORIZATION

Please print your full name: _____

Please print other names you have used: _____

Home Address: _____

City, State, Zip Code: _____

Social Security Number: _____

Date of Birth: _____

Date: _____

Applicant's Signature

Applicant's Printed Name

Date: _____

Witness Signature

Printed Name

NAM E OF PARISH / SCHOOL, CITY & STATE

Para informacion en español, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.ftc.gov/credit.

- **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 1-888-5-OPTOUT (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.ftc.gov/credit.

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. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051