



DIOCESE OF  
TRENTON

Volunteer Application

Diocese/Parish/School/Facility: \_\_\_\_\_  
Town/City: \_\_\_\_\_

Accommodations to enable all individuals to participate in the application process will be provided upon advance request.

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Maiden Name: \_\_\_\_\_ Social Security # (optional) \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
How long at current address: \_\_\_\_\_ US Citizen Y/N if No permanent Visa # \_\_\_\_\_  
Phone: Home ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Name/Address of present Volunteer Service: \_\_\_\_\_ Present Volunteer Position: \_\_\_\_\_  
Position: \_\_\_\_\_  
What Parish do you belong to? Name \_\_\_\_\_ Town \_\_\_\_\_ For how long? \_\_\_\_\_

For positions that require operation of a Motor Vehicle for business purposes  
Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_ Exp date \_\_\_\_\_ Suspended/Revoked Y/N \_\_\_\_\_  
(If Yes Explain): \_\_\_\_\_ Auto Insurance Company \_\_\_\_\_

Check here \_\_\_\_\_ if you have had a criminal records check with one of the Diocese of Trenton Catholic schools or Parishes in the past three years. Enter date of last certification: \_\_\_\_\_

Check here \_\_\_\_\_ if you have had a criminal records check with one of the New Jersey public schools in the past three years. Enter date of last certification: \_\_\_\_\_

(Note: Please attach a copy of your background approval by NJ State Police)  
Have you ever been convicted of a felony or misdemeanor? Yes/ No. If yes, explain \_\_\_\_\_

**NOTICE:** If you are applying for a position where you will have direct contact with a child or children under the age of 18 years in more than one instance; or where you will engage in an overnight activity with a child or children under the age of 18, even in one instance; or where you will have contact with adults who are senior citizens or who have physical or mental limitations, you shall be subject to a criminal history background investigation before your volunteer services begin.

### Current Employment

Dates of employment (Start with most recent)	Company Name and Address (City, State, Zip)	Immediate supervisor name and phone number	Position Held	Length of time in Position
Started  / /				

### Educational History (or \*Special Experience of Special Talents)

Type of School	School name and address (City, State, Zip)	Major/Degree	Did you Graduate?	Number of Years Completed
High School				
College (Undergraduate)				
University (Graduate)				
Other				
*Other Special Experience or Special Talents				

### References

Reference Name	Address (City, State, Zip)	Daytime Phone	How long have you known the person?	Has this person agreed to provide a reference?
Professional/Civic				

Have you ever been involved in any investigation or inquiry, whether by an employer or by a state or local authority or agency concerning physical, sexual or emotional abuse of a child or an adult?  
 Yes/No \_\_\_\_\_ If yes, please explain.

Has any parish, school, facility, organization, or faith community terminated your volunteer service?  
 Yes/No \_\_\_\_\_ If yes, please explain



## Diocese of Trenton Volunteer Code of Conduct

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Our children are the most important gifts God has entrusted to us. As a volunteer, I promise to strictly follow the rules and guidelines in this Volunteer's Code of Conduct as a condition of my providing services to the children and youth of our *[parish, school, facility, diocese, etc.]*.

As a volunteer, I will:

- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations where I am alone with children and/or youth at Church activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children and/or youth.
- Refuse to accept expensive gifts from children and/or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the pastor or administrator.
- Report suspected abuse to the pastor, administrator, or appropriate supervisor and *[the local Child Protection Services agency]*. I understand that failure to report suspected abuse to civil authorities is, according to the law, a misdemeanor.
- Cooperate fully in any investigation of abuse of children and/or youth.

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 at any time while volunteering.
- Use, possess, or be under the influence of illegal drugs at any time.
- Pose any health risk to children and/or youth (i.e., no fevers or other contagious situations).
- Strike, spank, shake, or slap children and/or youth.
- Humiliate, ridicule, threaten, or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth.

I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. 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 with children and/or youth.

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Volunteer's Printed Name

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Volunteer's Signature

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Date