

**Employee/Volunteer
Information Form**

(Parish/Organization)

Role/Position in Parish Activity: _____ 'High' or 'Low' Risk role: _____

Please note: If a person leaves the ministry for over a year, he/she may be rescreened when they wish to volunteer again.

Screening for another Diocese: please tick box.

Candidate: _____ (Please fill page 2 only) Date: _____

If under 19 years, please tick box.

Addresses in the last 5 years:

1) _____

2) _____

3) _____

Email Address: _____ Tel(H/C): _____

Emergency Contact Name & Information: _____

What position are you applying for? _____

If you have worked/volunteered in another parish, state which Parish _____

Why are you interested in this role? _____

Please provide details of any other employment experiences or related volunteer work; this includes previous parish employment or volunteer work.

References

Please provide the name, telephone number and email addresses of two references. If they cannot be contacted within a week, you would have to provide additional references. Current pastors, fellow volunteers in same ministry of parish & relatives cannot be references. See document “References” for guidelines for suitable references.

_____ Tel: _____ Email: _____

_____ Tel: _____ Email: _____

CONSENT TO CONTACT REFERENCES

For potential employees and volunteers

I _____ hereby authorize the pastor and/or the Parish Screening Coordinator to contact my references that I have provided to them so that they may attain any information which in their opinion, be able to attest to my suitability, qualifications and work history. I will contact my references to inform them that they will be contacted by the parish/organization.

If my references provided cannot be contacted within a week, I will provide alternate references.

Signature of Applicant

[This information is collected and protected by the PSC and Pastor in accordance with the Personal Information Protection Act and will only be used for the purpose of employee/volunteer screening as laid out in the Safe Environment Policy for the Archdiocese of Vancouver.]

Screening Interview for new volunteers (For PSC use only)

(See document 'Screening Interview Guide')

Candidate: _____

Date of Interview: _____

Ministry Position: _____

Suggested Questions for Screening Interview:

- What attracted you to this position and to working in the church?
- What experience do you have in working with children/youth/vulnerable adults?
- Any other appropriate questions (applicable to screening)

Question:

Candidate's Reply:

Question:

Candidate's Reply:

Question:

Candidate's Reply:

Reference Interview for high risk role (For PSC use)

See Reference Interview Guide

High-Risk role (mark with tick ✓ or NA): _____

Suggested questions:

- What is the candidate's relationship to you? How long have you known him/her?
- Provide a brief overview of the employee role. Do you feel this candidate is suitable for the position I just described?
- Is there anything about this candidate that you wish to add that you feel is important for me to know?
- If you had a similar position to the one I described above, where this candidate would be working with youth or vulnerable adults, would you have *any hesitation* in placing them in such a role?

Reference Name: _____ Date of Reference Interview: _____

Tel (Cell/Bus.): _____ Tel (Res.): _____

Relationship to Candidate: _____

Reference Name: _____ Date of Reference Interview: _____

Tel (Cell/Bus.): _____ Tel (Res.): _____

Relationship to Candidate: _____

Screening Checklist (For PSC use only)

Parish must screen before the person commences their role for high risk positions.

Candidate: _____

Ministry position: _____

- Info Form complete
- Screening Interview completed and documented. If not PSC, indicate who covered suitability of working with children or vulnerable adults with the candidate.

- Code of Conduct reviewed with employee/volunteer Date: _____
- Code of Conduct signed(mandatory)** Date: _____
- Reference 1 complete and documented Date: _____
- Reference 2 complete and documented Date: _____
- Provided Criminal Record Check link & access code Date: _____
- Criminal Record Check received** Date: _____
- Renewal due (mark date on sealed envelope) Date: _____

Position Start Date: _____ **Date he/she left position:** _____

This candidate has met the requirements of the Archdiocese of Vancouver Safe Environment Policy.

Parish Screening Coordinator Signature

Date