

Volunteer Application in the Archdiocese of Miami

Dear Volunteer:

Thank you for offering your time and talent to work with the youth of our school. Volunteers, such as yourself, are indispensable to our programs. We truly dislike troubling you, but we know you will understand that we face possible liabilities if we do not make appropriate inquiries of those to whom the care of our young people is committed. Please supply the information requested below and return this form to your Principal or the school office.

Personal Information (Please Print):

Name _____ Social Security # _____ - _____ - _____

Address _____

City _____ State _____ Zip _____

Date of Birth: _____

Work Phone: _____ Home Phone: _____

Driver's License Number _____

Parish: _____

Religious Information:

Parish

Baptism ()Yes ()No

First Communion ()Yes ()No

Confirmation ()Yes ()No

Education:

Elementary Completed ()Yes ()No

High School Completed ()Yes ()No

College ()Yes ()No

Graduate Work ()Yes ()No

Specialization _____

Do you have any history of:

Alcohol or drug abuse ()Yes ()No

Mental Illness ()Yes ()No

Contagious Disease(s) ()Yes ()No

Problems with the law:

Have you ever been arrested? ()Yes ()No

Have you ever been accused of child neglect or abuse? ()Yes ()No

Has your driver's license ever been suspended or revoked? ()Yes ()No

If you answered "yes to any of the above questions, please explain:

- 1. Has a criminal, civil or internal complaint to management or supervisors at places of employment / volunteering ever been filed against you which alleged sexual misconduct, harassment or child abuse by you, or your participation in or facilitation of such activities? ()Yes ()No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed, disposition of the complaint and identify by name and title, the person(s) who investigated the complaint and the person who adjudicated the complaint.

2. Do you presently serve, or have you ever served, as a volunteer for any organization, entity or group in which you had significant contact with children or other vulnerable populations (i.e. elderly, mentally or emotionally challenged, etc.)

Yes No

If yes, please provide the name, address and telephone number of the organization, period of volunteer service, supervisor's name, and briefly describe your activities and/or duties.

3. Have you ever terminated any employment or volunteer service or chosen not to renew or continue any employment or volunteer service or have you had employment/ volunteer service terminated, or been subject to any disciplinary action against you for reasons relating to allegations of sexual misconduct or child abuse by you?

Yes No

If yes, please explain. Include in your explanation the date, nature, and place of the occurrence(s) or allegations(s), and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone.

4. Have you ever been convicted of a crime (other than a minor traffic violation)?

Yes No

If yes, please explain. Include in your explanation the date and place of any conviction and the crime for which you were convicted.

5. Have you ever been reprimanded, investigated, or dismissed from a position for grounds that include or involve immoral conduct, unprofessional conduct, unethical conduct, harassment, including sexual harassment, unfitness for service, etc.?

Yes No

If yes, please explain the incident and provide the name of your supervisor, telephone number and dates.

6. Have you ever been a defendant in a civil action for an intentional tort, including but not limited to, assault, false imprisonment, rape, etc.? ()Yes ()No

Prior Experience Working With Children/Youth

- () Children (up to age 10)

 Nature of work Supervisor's Name, address and Phone Number

- () Youth (ages 11-14)

 Nature of work Supervisor's Name, address and Phone Number

- () Teens (ages 15-18)

 Nature of work Supervisor's Name, address and Phone Number

WHAT WOULD YOU SAY ARE YOUR STRONGEST GIFTS?

PLEASE DESCRIBE, IN YOUR OWN WORDS, WHAT PROMPTED YOU TO VOLUNTEER YOUR SERVICES WITH THIS PROGRAM.

REFERENCES: Please list names, addresses, and phone numbers of those who are familiar with your character as it relates to work with youth. Three (3) NON-FAMILY references (excluding the Pastor and Staff)

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

The information that I have provided may be verified, if necessary, by contacting persons or organizations named in this application or by contacting any person or organization that may have information concerning me.

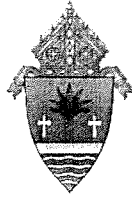
I authorize the Archdiocese of Miami, its employees and agents to make inquiries, including criminal history, employment history and driving history. I hereby release and agree to hold harmless from liability any person(s) or organization who, in good faith, provides information to complete a background investigation. I also agree to hold harmless the local parish, school, or other diocesan institution, the Archdiocese of Miami, and the officers, employees and volunteers thereof from any present or future claim of any kind resulting from any alleged liability for conducting a background investigation which may include, but not limited to, criminal courts, state and county and national repositories or criminal records.

Under the penalties of perjury, I declare that I have read the foregoing, and the facts alleged are true to the best of my knowledge and belief.

Volunteer's Printed Name: _____

Volunteer's Signature: _____

Date: _____



Archdiocese of Miami

Volunteer Pledge to Promote Safe Environment

As a volunteer in the Archdiocese of Miami, I am committed to being a person of good moral character and to be conscious of the unique authority and responsibility that I hold due to the trust placed in me by way of service to minors or vulnerable adults. I am expected to uphold the following Pledge to Promote a Safe Environment which covers activities in which I may be working with minors or vulnerable adults. The Pledge supports the Archdiocesan policy outlined in “Creating and Maintaining a Safe Environment for Children and Vulnerable Adults.” I also declare that I have read the following and have been given a copy for reference. Based on the following I pledge to:

1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration, regardless of the circumstances of the encounter.
2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries with minors or vulnerable persons.
3. Avoid situations that would present unsupervised one-on-one contact with a minor or vulnerable person.
4. Use positive reinforcement rather than criticism, competition or comparison when working with others, especially minors or vulnerable persons.
5. Show prudent discretion in the expression of affections used with minors or vulnerable adults and to adhere to the **PAN** principle-- keeping all touch **Public Appropriate and Nonsexual**. Discretion should include refraining from giving or receiving gifts from minors or vulnerable adults, and/or their parents except small tokens of appreciation on occasions such as Christmas or birthdays.
6. Avoid any covert or overt sexual behavior with minors or vulnerable adults even if they initiate such behavior. This includes seductive speech or gestures as well as physical contact that sexually abuses, exploits, or harasses a person.
7. Never initiate sexual behavior with a minor or vulnerable adult. Such behavior, if witnessed, must be reported to a supervisor immediately.
8. Report suspected abuse to the legal authorities by contacting the Department of Children and Families, DCF, at **1-800-96ABUSE (1-800-962-2873)** and to notify my supervisor of the report, including the case number, as soon as possible. I understand that failure to report suspected abuse to civil authorities is a crime.
9. Cooperate fully in any investigation of abuse of minors or vulnerable persons.

10. Exercise care to avoid exposing others when suffering from a contagious condition such as the flu, fever, or cold.
11. Never possess, consume, or offer alcohol products, tobacco products or illegal drugs, nor be under the influence of alcohol or illegal drugs, when engaged in any ministry of the Archdiocese of Miami especially with minors or vulnerable persons.
12. Never humiliate, ridicule, frighten, threaten, or degrade anyone especially minors or vulnerable persons including when applying discipline.
13. Never strike, spank, shake, or slap anyone especially minors or vulnerable persons.
14. Never touch anyone, especially minors or vulnerable persons in a sexual or other inappropriate manner.
15. Never use profanity in the presence of anyone especially minors or vulnerable persons.
16. Never allow a situation where a child or vulnerable adult is alone in a car with an adult if that adult is neither the parent nor guardian.
17. Never share a bedroom with anyone with whom I am in ministry, especially minors or vulnerable adults.
18. Never provide anyone, especially minors or vulnerable adults, with videos, readings or graphic materials which are inappropriately sexual in nature.
19. Never communicate electronically, including social networking sites and text messaging, with minors or vulnerable persons, except as specifically authorized by school policy. Parents/guardians should be the primary contact source and all communication must be copied to the supervisor.
20. Never engage in sexual behavior over the internet with those in my ministry and/or anyone, especially minors or vulnerable adults, when engaged in ministry.
21. Immediately report suspected violations of the Pledge to the Principal, Program Director or Clergy. If the suspected violator is the Principal, Program Director or Clergy the report should be made to the Vicar General (305-762-1220).

I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors or vulnerable adults.

Printed Name: _____

Signature: _____

Institution: _____

Date: _____



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Virtus Training

Español

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS**[®] *Online*

Virtus training sessions run approximately three hours long. Due to the subject matter, children are not allowed in the sessions. Participants will not be allowed to enter if arriving late, nor will their attendance be counted if they leave early. To register for a Virtus "Protecting God's Children for Adults" session, log in to www.virtusonline.org and click on "first time registrant" located on the left hand side of the page. Next choose Archdiocese of Miami as the "organization" and then view a list of sessions available or start the registration process. Follow the prompts.

How To Print Your Virtus Training Certificate

Registration for the session is required to get a certificate.

If you did not pre-register then post register at www.virtusonline.org by clicking on "first time registrant" located in the column on the left hand side of the page. From here follow the prompts. The facilitator of your training session will fax the sign-in sheets to the Safe Environment Office. Once your signature is on file, your account will be activated. You will receive an automatic e-mail from Virtus indicating your account status at the time of activation. Once activated, you may log in to www.virtusonline.org and enter your user id and password. Next, click on the green Training tab at the top of the page. From here, click on "live training" in the green column to the left. Here you will see an option to print your certificate. The Training tab is also where you can access your monthly bulletins.

If you have trouble with this process, please contact the Safe Environment Office at 305-762-1250.

Documents

[Minors Attendance Release](#)



Here is how to schedule a fingerprinting appointment:

1. When it is time for an applicant to be fingerprinted, direct them to log onto the www.fieldprintflorida.com website to schedule their appointment.
2. Click "Schedule An Appointment".
3. Applicants will create a secure username/password and enter the Fieldprint scheduling system.
4. In the Reason why you need to be fingerprinted screen; the applicant will select the web link: **I know my Fieldprint Code.**
4. Provide the applicant with the following access code(s), which they will input on the website to gain access to the online scheduling tool:

SchoolVolunteer	FPAOMSchoolVol
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Please note the access code IS case sensitive.

4. The applicant will provide their contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the representative on "the old" ink hard cards.
5. From this point forward the website will prompt the representative for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps, and photos will all be provided directly online.
6. If the representative has any issues or questions, they may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. They may also select the "Contact Us" link on the website.