

DIOCESE OF FRESNO EDUCATION CORPORATION

VOLUNTEER SERVICE APPLICATION

The Diocese of Fresno Education Corporation considers applicants for all positions without regard to race, color, gender, national origin, age, disability, marital, or veteran status.

INSTRUCTIONS:

- Please complete this application form and return it to the school. Keep a copy for your files.
- You must fully and accurately complete the *Volunteer Service Application* form. Incomplete applications will not be considered. Resumes do not substitute for any part of the application.
- All volunteer applications are considered inactive after one year.
- If you are accepted as a school volunteer and dependent upon the duties to which you are assigned, you may be required to submit the following **BEFORE STARTING SERVICE**:
 - A clear criminal record
 - A signed copy of the Safe Environment "Code of Conduct"

A. GENERAL APPLICANT INFORMATION

Full Name			
Home Address			
City, State, Zip			
Home Phone ()		Social Security #	
Cell Phone ()		Religion	
Email Address			

SERVICE PREFERENCES

School Name	
Volunteer Service Title	
Service Duties	
Date Available to Start	
Hours and Days Available	
Other	

Why are you volunteering for this service position?

COMPLETE THE FOLLOWING

	YES	NO
Are you a practicing Roman Catholic or, if not, an active member of the religion indicated above?		
Do you have knowledge of Catholic doctrine and moral precepts and are you willing to teach in accordance with them while volunteering?		
Have you previously been employed or served as a volunteer for the Diocese of Fresno?		
If YES, when From: / / To: / / Location		
Can you perform the essential functions of the volunteer position with or without reasonable accommodation?		
Have you ever been convicted of any crime other than a minor traffic violation? <i>If YES, describe on a separate sheet of paper. A conviction may be relevant if it is related to service duties, but will not necessarily disqualify an applicant from volunteering.</i>		

Have you previously been fingerprinted cleared by the Diocese of Fresno?					
If YES, when	From: / /	To: / /	Location		

At your sole discretion, you may attach additional information to explain the circumstances of your above answers.

B. WORK HISTORY: List Most Recent Employers First

Employer/Company					
Type of Business					
Address					
City, State, Zip					
Immediate Supervisor					
Company Phone ()		Dates of Employment	From: / /	To: / /	
Position Title					
Reason for Leaving					
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
If NO, why not?					

Employer/Company					
Type of Business					
Address					
City, State, Zip					
Immediate Supervisor					
Company Phone ()		Dates of Employment	From: / /	To: / /	
Position Title					
Reason for Leaving					
May We Contact This Employer For a Reference?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		
If NO, why not?					

C. EDUCATION

Type of School	Name/Address	Years of Schooling	Did you graduate ?	Major	Degree Awarded
High School					
College					
Post Grad					
Business/Trade					
Other					

D. REFERENCES

Please list 3 persons who may be contacted as professional references and who possess first-person knowledge of your character, abilities, and work ethic.

Name & Title	Address	City, State, Zip	Phone

PLEASE READ CAREFULLY AND SIGN

I authorize the Bishop of the Roman Catholic Diocese of Fresno, the Diocese of Fresno Education Corporation, or their designees, hereafter "Diocese" to communicate with persons listed as references, former employers, and any others with whom the Diocese desires to check. I agree to hold such persons harmless with respect to any information they may give about me.

I acknowledge that I am offering my time and service as a volunteer to the school. The school may accept or not accept my service. I further acknowledge that I am volunteering without present or future expectation of payment of any kind. Furthermore, I acknowledge that this is not an employment relationship and that I am under no obligation as to time, duties, or resources other than those services which I freely choose to provide to the school without compensation.

I understand that, if accepted as a volunteer, my volunteer work with the school will cease when I determine that I am no longer able to volunteer or when the school notifies me that my volunteer services are no longer requested.

I agree to conform to the volunteer policies of the Diocese. I understand that the completion of this Volunteer Application does not guarantee that I will be allowed to volunteer with the Diocese.

I affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception, or false statement made in this application may result in my not being considered for volunteer work, and if not discovered by the Diocese until after my beginning my service, is grounds for, and may result in, my immediate removal from volunteer services.

Signed _____

Date _____