

PROMISE TO  *Protect*
PLEDGE TO *Heal*

Complete application should include:

Archdiocese of OKC Application for Employees & Volunteers

The paper application must to be completed, dated and signed before it can be accepted by the Parish. Please type or print legibly. Complete all four pages of the Archdiocesan Application for Employment or Volunteer Service. Do not use relatives or parish clergy as references. Any false statements on the "Paper Application Declarations" will result in automatic elimination of the applicant.

- ➔ Enter all dates in MM/YYYY format (ie 09/2017 for September 2017). Estimate dates if you're not sure...your guess is better than ours.
- ➔ Residential History (current on page 1, history on page 2) must cover the last 5 years (minimum)
- ➔ Must have 3 References with phone numbers and years known
- ➔ Confidential Background Check Information (page 3) must include Social Security Number or Driver License Number (recommended)
- ➔ All Declarations (page 4) must be initialed and section must be signed and dated

Archdiocese of OKC Code of Conduct

- ➔ After reading the Code of Conduct, read and complete all information at the bottom of the "Statement of Receipt and Agreement" (last page) and sign

Training Workshop

- ➔ All applicants must attend a training workshop before being approved for ministry.
Be sure to sign the workshop attendance sheet.

Social Media Guidelines *(if required)*

All **employees** must sign the Social Media Guidelines issued in May, 2017. Also, **all volunteers who have regular contact with children and youth** (such as **teacher aides, volunteer catechists**, etc,) must sign the Social Media Guidelines.

Turn in **Application, Code of Conduct "Statement of Receipt and Agreement" page, Social Media Guidelines signature page (if required)** to Safe Environment Facilitator

Residential History

_____ Check here if you have lived in your current residence for longer than 5 years.

Dates (mm/yyyy)	Street Address	City/State/Zip	Country
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			
Beg. Date _____ End Date _____			

Employment History

Start with current employer and indicate employment history for the last 5 years. If current employer, end date will be current.

_____ Check here if you have no employment history.

Dates of Employment (mm/yyyy)	Company name And address (City, State, Zip)	Immediate Supervisor name & Phone Number	Position Held/Job Description	Reason for Leaving position
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Educational History

Educational history should include high school and forward. If currently enrolled in program, end date will be current.

_____ Check here if you have no educational history.

Dates (mm/yyyy) (Start with most recent)	School name And address (City, State, Zip)	Type of School	Name of Program or Degree	Program Completed?
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Volunteer History

Volunteer history should include 5 of your most recent activities. If you are still participating in a volunteer program, end date will be current.

_____ Check here if you have no volunteer history.

Dates (mm/yyyy) (Start with most recent)	Organization City, State, Zip	Contact	Contact Phone Number	Position/Duties
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				
Beg. Date _____ End Date _____				

Confidential Background Check Information

Please note: If this form is completed on-line, no parish official will have access to information in this section. Information in this section is only used to obtain criminal records, which are reviewed by a diocesan official in strictest confidence.

_____ Yes _____ No Have you ever been accused of or arrested for harassment or physically, sexually or emotionally abusing a child or an adult?

If yes, please explain: _____

_____ Yes _____ No Except for a minor traffic violation for which the fine was \$200 or less, or any offense that was finally settled in a Juvenile Court or under a Welfare Youth Offender Law, have you ever been arrested or convicted of any criminal offense?

If yes, please explain: _____

_____ Yes _____ No Have you ever terminated your employment or had your employment terminated for reasons of physical or sexual abuse or harassment?

If yes, please explain: _____

_____ Yes _____ No Have you changed your last name in the past 5 years?

If yes, what was your previous last name? _____

_____ Yes _____ No At any time during the past 5 years have you lived in a different state (within the United States), or do you currently live outside the state this Diocese is located in?

If yes, what state did you live in? _____

Social Security Number: _____ - _____ - _____ (optional)

Driver's License: State _____ Number _____

Date of Birth: Month _____ Day _____ Year _____

Gender: _____ Male _____ Female

Date of Previous Background Check, if any: _____

If yes, were records found? _____ Yes _____ No

Declarations

The **Archdiocese of Oklahoma City** appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and initial each of the statements below.

_____ I authorize any reference or church listed in this application to give you any information they may have regarding my character and fitness. I release such references and the School/Parish/**Archdiocese of Oklahoma City** from liability for any damage that may result from furnishing such information or evaluation to you, and I waive any right that I may have to inspect any references provided.

_____ I hereby give my consent to the School/Parish/**Archdiocese of Oklahoma City** to request and provide information relating to my suitability to serve and for those persons to release such information to the School/Parish/**Archdiocese of Oklahoma City**, and other inquiring parties.

_____ I give my permission for the School/Parish/**Archdiocese of Oklahoma City** to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for employment/volunteer position with the School/Parish/**Archdiocese of Oklahoma City**.

_____ I hereby affirm that the information contained in this application is correct to the best of my knowledge and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably.

_____ I understand that an **initial** background check will be run as a condition of my employment/volunteering and will be rerun on a regular basis according to Archdiocesan policy.

_____ I understand that background checks may be rerun on active volunteers/employees periodically but no less than every three (3) years.

_____ My signature indicates that I have read and understand the above. **Do not sign until you have read and initialed the above statements.**

Applicant Signature _____ **Date:** ____/____/____

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ **Date:** ____/____/____

Selected Sites

Please indicate the city and the name of the parishes/schools with which you would like this application to be registered.

You should only select the sites in which you are currently an employee or volunteer or to which you are applying.

City Where Parish is Located	Name of Parish/School

**ARCHDIOCESE OF OKLAHOMA CITY
AMENDED AND RESTATED CODE OF CONDUCT**

STATEMENT OF RECEIPT AND AGREEMENT

Note: This form must be executed by all Archdiocesan Personnel hired or accepted as a volunteer after June 17, 2014, the date of approval and adoption of the Amended and Restated Code of Conduct.

I acknowledge that I have received, read and understand the attached Amended and Restated Code of Conduct adopted by the Archdiocese of Oklahoma City on the 17 day of June 2014. I understand the policies and guidelines contained in the Amended and Restated Code of Conduct and agree to abide by each. I agree to conduct myself in complete accordance with the Amended and Restated Code of Conduct, which includes the following precepts:

- Archdiocesan Personnel shall conduct themselves in a manner that is consistent with the discipline and teachings of the Catholic Church.
- Archdiocesan Personnel are expected to be persons of integrity and must conduct themselves in an honest and open manner free from deception or corruption.
- Archdiocesan Personnel shall avoid taking unfair advantage of counseling, supervisory and/or authoritative relationship for their own benefit.
- Archdiocesan Personnel shall accept the responsibilities, including appropriate training, particular to their ministry or position in the Archdiocese to protect minors and adults from all forms of abuse.
- Archdiocesan Personnel will not physically, sexually or emotionally abuse or neglect a minor or an adult.
- Archdiocesan Personnel will immediately report any suspected abuse or neglect of a minor to the Oklahoma Department of Human Services through the Child Abuse hotline: 1-800-522-3511.
- Archdiocesan Personnel will report any incident of neglect or abuse of a minor or any other person by Archdiocesan Personnel to the Archdiocese by calling the Archdiocesan Hotline: 1-405-720-9878. The Vicar General should also be notified by calling 1-800-721-5651, ext. 139.
- Archdiocesan Personnel should share concerns about suspicious or inappropriate behavior with their pastor, their principal and/or the director of their ministry.

Please complete and return to your Program Director.

Please print.

Name: _____ Position: _____

Parish, School, Other: _____ City: _____

Signature: _____ Date: _____

SOCIAL MEDIA GUIDELINES

Summary of Guidelines

Note: This form must be executed by all Archdiocesan Personnel hired or accepted as a volunteer.

I acknowledge that I have received, read and understood the attached Guidelines adopted by the Archdiocese of Oklahoma City. I understand the guidelines and agree to abide by each. I agree to conduct myself in complete accordance with the Guidelines for Social Media as follows:

- As in all professional/ministerial settings, posted information, opinions, references, and resources must reflect the teachings of the Catholic Church.
- All sites or forms of media must be approved by the Pastor or Supervisor.
- Parents must be fully aware of all mediums being used to keep in contact with their children for ministerial purposes.
- Utilize social media to communicate only on matters of ministry. In all cases, we must keep communications transparent. Save copies of conversations if possible.
- Pictures of minors cannot be used without parental consent. There should be no tagging pictures of minors on Facebook or put to use on other media without consent.
- Avoid exclusivity. Check sites and texts regularly to insure the safety of young people.
- Set time limits and boundaries for on-line and electronic communication. Notify youth and parents of the limits.
- Have someone access, monitor, supervise, and evaluate your site.
- Keep personal information and ministry related sites and blogs separate.
- Good judgment should always be used with text based communication tools.
- Provide continuing educational opportunities for parents and youth concerning the latest social media concern.

Please note: (Violations may result in disciplinary action.)

Please complete and return to your Program Director. Please print.

Name _____ Position _____

Parish/School/Other _____ City _____

Signature _____ Date _____