

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