

**DIOCESE OF SAN JOSE  
VOLUNTEER MINISTRY APPLICATION FORM**

**DIOCESAN STATEMENT OF NON-DISCRIMINATION**

Volunteer positions in the Diocese of San Jose will go to those individuals whose training and experience most nearly qualify them for the positions offered without regard to race, color, creed, sex, marital status, age, handicap, or national origin, except where creed, sex, or ordination is a bona fide occupational qualification.

**PERSONAL INFORMATION**

NAME:                      Last    First    M.I.

ADDRESS:                Street    City    State    Zip

PHONE:                    Day    Night

RELIGION    Parish/Church

Ministry position(s) preferred: \_\_\_\_\_

Please state why you would like to volunteer.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have knowledge of any foreign languages?  
Speak: \_\_\_\_\_ Read: \_\_\_\_\_ Write: \_\_\_\_\_

Date available for volunteering \_\_\_\_\_

Referred by: \_\_\_\_\_

**REFERENCES** *(Include name, address, phone number & relationship to your work)*

Indicate persons familiar with your past paid or volunteer work on lines 1 and 2, and/or a character reference, not a relative, on line 3.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Initials \_\_\_\_\_

**Please circle the answer to the questions below. Please explain the circumstances of any “yes” answer on an attached sheet.**

1. Have you ever worked as an employee or volunteer of the Diocese of San Jose?  
Please list names of places and employee or volunteer status on attached sheet. YES NO
2. Have you ever failed or refused to fulfill a volunteer commitment?  
Please explain circumstances on attached sheet. YES NO
3. Have you ever, for any reason, been suspended, dismissed or asked to resign a paid or volunteer position?  
Please explain circumstances on attached sheet. YES NO
- \*4. Have you ever been convicted by any court of an offense? OMIT:  
 a. Minor traffic violations  
 b. Any offense committed prior to your 18<sup>th</sup> birthday which was finally adjudicated **in a juvenile court or under a youth offender law.**  
 c. Any incident sealed under Welfare and Institutions Code #781 or Penal Code #1203.45 YES NO

If yes, briefly describe the nature of the crime(s) on attached sheet. Include date(s) and place(s) of conviction and the disposition of any legal proceedings against you.

- \*5. Do you now or have you ever used prohibited substances including but not limited to marijuana, cocaine, speed, amphetamines or LSD?  
If yes, please explain on attached sheet. Include dates and the disposition of any legal proceedings against you. YES NO
- \*6. Have you ever abused or been accused of having abused a child, sexually or otherwise?  
If yes, please explain the nature of the accusations on attached sheet. Include dates and the disposition of any legal proceedings against you. YES NO

\* The Diocese of San Jose will not necessarily deny volunteer opportunities to an applicant solely because the person has been convicted of a crime. Each case is considered separately. The Diocese of San Jose will consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position applied for. However, conviction of a sexual crime with a minor will always bar an applicant from volunteering within the Diocese of San Jose.

### **CERTIFICATION**

I hereby certify that the information presented in this application form and on the attached documentation is true and complete. I understand that any misrepresentations or omissions shall be sufficient cause for disqualification or, if already volunteering, dismissal.

I understand that the volunteer status at Diocese of San Jose is expressly “at will” in that I am free to resign and the Diocese is likewise free to terminate my volunteer status any time, with or without cause, for any reason deemed sufficient by either the Diocese or me, as the case may be. No one other than the Bishop or Moderator of the Curia, by written agreement, has any authority to enter into any agreement for volunteer status for a specified time, or to enter into any agreement contrary to the foregoing.

I understand and acknowledge the following:

I authorize investigation of all statements contained in this application and any supporting documents. I authorize The Diocese of San Jose to secure information about my experience from any reference I have provided, and for those parties to provide information concerning my experience, and I hereby release all parties from any liability arising from such investigation. I specifically authorize investigation into my criminal record.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

