

DIOCESE OF COLUMBUS
ST. JOHN NEUMANN PARISH EMPLOYMENT APPLICATION FORM

Please print clearly.

Name of Parish (City) **St. John Neumann Parish-801 W. Cherry Street, Suite 120 Sunbury, Ohio 43074**
(740)-965-1358

Program(s) and/or Position(s) Applicant will be applying for _____

Are you a baptized Catholic? _____

Are you a Catholic in good standing?(in compliance with Church laws) _____

Dear Applicant

Thank you for offering your time and talents to work with the children and youth of our parish. Applicants such as you are indispensable to our programs. Because you will be working with our young people, we require some basic information about you. This assures the best possible programs for our young people. Please fill in the information requested below, and return this form with others that have been requested to the Director/Coordinator of Religious Education, Youth Minister, or the parish office.

Name of Applicant _____ Male Female

Social Security Number _____ - _____ - _____ Date of Birth _____ / _____ / _____

Address _____

City _____ State _____ Zip Code _____

Phone(s) _____

E-Mail _____

Current Employment (position and location) _____

Have you ever had a criminal records check? No Yes

If yes, please list the year a background check was last performed, and the result _____

If no, fingerprint impressions and a criminal records check is requested (see list of locations attached)

Have you attended a Protecting God's Children workshop? If yes, what Diocese: _____ and When? _____

If no, then you must register before volunteering and complete within 6 weeks of starting your volunteer ministry (See Online registration sheet attached)

Do you have a history of?

Alcohol or drug abuse No Yes

Mental Illness No Yes

Legal Problems

1) Have you ever been arrested? No Yes

2) Have you been convicted of child neglect or abuse of any kind, or a felony? No Yes

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

4) Have you ever been on probation? No Yes

Please explain any 'Yes' answers _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Person _____
Address _____
Phone(s) _____

Chronic Conditions (e.g. Allergies, Epilepsy; Diabetes) _____

Medications _____

Medical Insurance _____ Policy Number _____

Address _____ Phone () _____

Member's Name _____ Phone () _____

Family Doctor _____ Phone () _____

PREVIOUS VOLUNTEER or EMPLOYMENT EXPERIENCES

Location	Position	Length of Service
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REFERENCES

(Give full names and telephone numbers.)

1) _____

2) _____

3) _____

CODE OF CONDUCT

- Employees work collaboratively with the pastor and/or other supervisors and associates in ministry.
- Employees faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Employees are competent and receive education and training commensurate with their role(s) and responsibilities.
- Employees respect the diversity of spiritualities in the faith community and will not make their own personal form of spirituality normative.
- Employees recognize the dignity of each person and refrain from behaviors or words that are disrespectful of anyone or any group.
- Employees serve all people without regard to gender, creed, national origin, age, marital status, socioeconomic status, or political beliefs.
- Employees act to ensure all persons have access to the resources, services and opportunities they require with particular regard for persons with special needs or disabilities.
- Employees are accountable to the pastor or other duly appointed representative.
- Employees are called to serve the faith community, carrying out their ministry conscientiously, zealously, and diligently.
- Employees exercise responsible stewardship of resources while holding themselves to the highest standards of integrity regarding fiscal matters placed in their trust.
- Employees respect confidentiality.
- Employees adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.
- Employees support the rights and roles of parents while ministering to the needs and concerns of minors.
- Employees are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult employee and a minor are unethical and are prohibited.
- Employees model healthy and positive behaviors with minors. Procuring, providing, or using alcohol and/or controlled substances for or with minors is unethical and is prohibited.
- Employees are aware of the signs of physical, sexual, and psychological abuse and neglect.
- Employees are aware of their limitations with respect to paraprofessional counseling and make appropriate referrals.
- Employees are aware of and comply with all applicable parish, organizational and/or diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

I HAVE READ AND UNDERSTAND THE ABOVE CODE OF CONDUCT AND COMMIT TO UPHOLD THIS CODE IN MY MINISTRY. I AFFIRM THAT THE INFORMATION I HAVE PROVIDED IS COMPLETE AND TRUTHFUL

Applicant's Signature _____ Date _____