

Cover Letter to Accompany Adult Application Form for *New Parish Volunteers* *(Template to be modified accordingly)*

Dear (Parish Volunteer),

Thank you for your interest in volunteering within the parish.

As part of the Diocesan Policy and Procedures for Safeguarding Children, it is a requirement that all new volunteers complete the attached **Confidential Application Form, Adult Volunteer, SGF07.02**. Once completed the application form should be returned to the Parish Office. The Recruitment Committee, or a delegate on its behalf, will then meet with you to discuss the role and make verbal contact with at least one of the referees named on your form.

Following the receipt of satisfactory references, you will be provided with other necessary forms as follows, which you should complete and return to the parish office:

1. Garda Vetting Form

2. Adult Declaration Form

You will also be required to submit a valid Photo ID in the form of a Valid Passport, or Driving Licence.

Following a satisfactory check you will be able to take up your volunteering position.

We are very aware of the confidential nature of the information shared and wish to assure you that it will be treated in the utmost confidence and handled strictly in accordance with the Diocesan Safeguarding Children Record Keeping Policy.

Thank you for your co-operation and interest in volunteering for the Parish.

Yours sincerely,

Name

Diocese of Ardagh and Clonmacnois