

# Parish Volunteer Information Form

\_\_\_\_\_

Insert Parish Name here

Ministry: \_\_\_\_\_ If under 19 years, please tick box. ☐

**Please note: If a volunteer leaves the ministry for over a year, he/she may be rescreened when they wish to volunteer again.**

**Candidate:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Address: _____		
City: _____	Prov. _____	Postal Code _____
Email Address: _____		
Home Tel: _____		Alternate Tel: _____
Parish: _____		City: _____

If you are a current employee with the Archdiocese, please indicate the position(s) in which you have served and the length of time involved.


If you are a candidate, which position are you interested in and why?


Please provide details of any other employment experiences or related volunteer work; this includes previous parish employment or volunteer work.


[This information is collected and protected by the PSC and Pastor in accordance with the Personal Information Protection Act and will only be used for the purpose of employee/volunteer screening as laid out in the Protecting God’s Children policy for the Archdiocese of Vancouver.]

## References (for candidate to fill)

Please provide name, tel. number and email of 2 references. If they cannot be contacted within a week, you would have to provide additional references. Current pastors & relatives cannot be references.

\_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_ Email: \_\_\_\_\_

## Suggested questions for Reference Interview. (For PSC only)

- What is the candidate's relationship to you? How long have you known him/her?
- Provide a brief overview of the employee role. Do you feel this candidate is suitable for the position I just described?
- Is there anything about this candidate that you wish to add that you feel is important for me to know?
- If you had a similar position to the one I described above, where this candidate would be working with children, would you have *any hesitation* in placing them in such a role?

Reference Name: \_\_\_\_\_

Tel (Bus.): \_\_\_\_\_ Tel (Res.): \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Date of Interview(PSC only) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reference Name: \_\_\_\_\_

Tel (Bus.): \_\_\_\_\_ Tel (Res.): \_\_\_\_\_

Relationship to Candidate: \_\_\_\_\_

Date of Interview(PSC only): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Screening Interview (PSC)

Candidate: \_\_\_\_\_

Date of Interview: \_\_\_\_\_

Ministry Position: \_\_\_\_\_

### Suggested Questions for Screening Interview:

- What attracted you to this position and to working in the church?
- What experience do you have in working with children or youth?
- Any other appropriate questions (applicable to screening)

Question: \_\_\_\_\_

Candidate's Reply: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Question: \_\_\_\_\_

Candidate's Reply: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Question: \_\_\_\_\_

Candidate's Reply: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Screening Checklist (PSC)

**Candidate:** \_\_\_\_\_

Ministry position: \_\_\_\_\_

- |  |             |
|--|-------------|
| <input type="checkbox"/> Volunteer Info Form complete              | Date: _____ |
| <input type="checkbox"/> Interview complete and documented         | Date: _____ |
| <input type="checkbox"/> Code of Conduct reviewed                  | Date: _____ |
| <input type="checkbox"/> Code of Conduct signed                    | Date: _____ |
| <input type="checkbox"/> Reference 1 complete and documented       | Date: _____ |
| <input type="checkbox"/> Reference 2 complete and documented       | Date: _____ |
| <input type="checkbox"/> Police Record Check & VSS requested       | Date: _____ |
| <input type="checkbox"/> Police Record Check & VSS report reviewed | Date: _____ |
| <input type="checkbox"/> Renewal due                               | Date: _____ |

Position Start Date: \_\_\_\_\_ Date he/she left position: \_\_\_\_\_

This candidate has met the requirements of the Archdiocese of Vancouver Screening Initiative.

\_\_\_\_\_  
Parish Screening Coordinator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pastor Signature

\_\_\_\_\_  
Date