



DIOCESE OF BUFFALO

VOLUNTEER/INTERN APPLICATION

The Diocese of Buffalo is an Equal Opportunity Employer and considers all candidates for employment and volunteer opportunities regardless of race, color, age, sex, genetic history, national origin, marital status, disability, Vietnam or disabled veteran status or arrest record. Because of its status as a religious entity, the Diocese may consider the candidate's religious affiliation in its decisions, consistent with state and federal law.

Position/Volunteer Opportunity Sought: _____ **Date Received:** _____

Personal Information

Name _____	Home Phone Number _____	Cell _____
Last First		
Current Address _____		
Number & Street City State Zip Code		
Previous Address _____		
Number & Street City State Zip Code		
E-mail _____		
Do you have any restrictions, personal or otherwise, which would restrict the hours you can volunteer?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, identify hours and/or dates restricted: _____		
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have you ever been employed or volunteered with the Diocese of Buffalo or any of the Parishes/Schools within the Diocese? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If so, when _____ Job/Volunteer Position _____		
Referred by (name of person, firm, agency, advertisement, etc.): _____		
Date available to begin volunteering: _____		

Education

EDUCATION	NAME OF SCHOOL CITY AND STATE	Highest Grade Completed (circle)	Did you graduate?		Degree/Major/Minor
		1 2 3 4	Yes	No	
High School					
College(s)					
Graduate School					
Technical, Business, or Other					

Please list all licenses and accreditations that you believe would be useful in your volunteering services:

EMPLOYMENT HISTORY: (Start with your present or most recent position. Include experience in the armed forces of the U.S. Please feel free to attach a resume; however, you must complete your employment history as indicated on this page.)

Present Employer Name _____ Type of Business _____

Address _____ Phone No. _____

Starting Date _____ Starting Position _____ Starting earnings _____

Leaving date _____ Leaving duties _____ Leaving earnings _____

Responsibilities: _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

Last Employer Name _____ Type of Business _____

Address _____ Phone No. _____

Starting Date _____ Starting Position _____ Starting earnings _____

Leaving date _____ Leaving duties _____ Leaving earnings _____

Responsibilities: _____

Reason for termination: _____

Last immediate supervisor's name and title: _____

VOLUNTEER HISTORY

Name of organization _____ Type of organization _____

Address _____ Phone No. _____

Dates of Volunteer Service: Start _____ End _____

Reason no longer volunteering: _____

Supervisor's name or contact: _____

Name of organization _____ Type of organization _____

Address _____ Phone No. _____

Dates of Volunteer Service: Start _____ End _____

Reason no longer volunteering: _____

Supervisor's name or contact: _____

Is additional information relative to change of name, use of an assumed name, or nickname, necessary to enable a check on your school or employment records? YES NO

If yes, please provide: _____

Character References

Please include at least 3 references that have knowledge about your character, scholarship, and professional abilities. Do NOT include relatives or previous employers.

Name	Position	Mailing Address	Telephone

OTHER

Languages (other than English): _____ Read _____ Speak _____ Write _____
_____ Read _____ Speak _____ Write _____
_____ Read _____ Speak _____ Write _____

You may wish to include civic and community activities and professional societies in which you participate which you consider relevant to your abilities to volunteer:

Have you been convicted of a felony or misdemeanor with the exception of minor traffic offenses in any jurisdiction?

Yes No If yes, please provide explanation: _____

City: _____

Date: _____

Are you now or have you ever been the subject of an indicated report of child abuse, neglect or mal-treatment?

Yes No Date: _____ If yes please explain: _____

Your answer is looked upon as only one of the factors considered and is evaluated in terms of the nature, severity, and date of the offense. No applicant will be excluded from consideration for employment due to prior arrests.

Have you ever been discharged or asked to resign by an employer or a volunteer organization? Yes No

If yes, please explain and state circumstances: _____

APPLICANT'S AGREEMENT:

I hereby represent that each answer to a question herein and on any attachments to the application, and all other information otherwise furnished is true and correct. I further represent that such answers and information constitute a full and complete disclosure of my knowledge with respect to the question or subject to which the answer or information relates. I understand that any incorrect, incomplete or false statements or information furnished by me during the selection process will subject me to disqualification from consideration or termination as a volunteer. I hereby authorize my former employers, organizations to which I volunteered my services or personal references to give any information regarding my employment/volunteering with them; and in addition, to furnish any other information they may have concerning me.

I understand this Application does not constitute an expressed or implied contract of any kind.

I also understand I am subject to a thorough background check.

I understand that my volunteer services/internship are for no definite period and may be terminated at any time without previous notice.

Signature of Applicant _____ Date _____

CONSUMER REPORT DISCLOSURE STATEMENT

In compliance with the Fair Credit Reporting Act (Public Law 91-508), you are notified that in connection with and in order to better evaluate this volunteer application, a report may be obtained which will provide applicable information concerning character, general reputation and personal characteristics including, but not limited to, verification of prior employment, verification with the Department of Motor Vehicles, and a character check, including verification and review of any criminal convictions. You have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of the nature and scope of the report requested.

I hereby authorize the Diocese of Buffalo to procure a consumer report as set forth above.

Signature of Applicant _____ Date _____