



Please Print All Pages and Return Completed forms to the Parish or School Office

Corpus Christi Catholic Community

part of the Catholic Church of Northeast Kansas

6001 Bob Billings Parkway
Lawrence, KS 66049-5200

Name: _____

Parish Organization you are Volunteering for
(ie, parish school, PREP, Auction, CYO, Youth Ministry, etc.)

Date (mm/dd/yyyy): _____

FOR OFFICE USE ONLY

DATE RECEIVED: _____

RECEIVED BY: _____

VIRTUS® COORDINATOR INITIAL/DATE

_____/_____

APPENDIX B (cont.)

You have expressed an interest in serving as _____ volunteer working
(location/position)

with or around children. The Archdiocese of Kansas City in Kansas has policies and procedures concerning the protection of children and youth and needs your agreement to abide by these policies at all times during your volunteer work. The following policy summary reflects the Church's concern and commitment to all children and volunteers who participate in Church sponsored activities.

1. Sexual abuse of children is contrary to Christian morality and the mission of the Church and is a serious offense to the dignity of the human person as created by God. Abusive sexual behavior can never be seen as arising out of volunteer work in any Archdiocesan office, parish or affiliated organization.

2. All Archdiocesan volunteers must comply with applicable civil laws and Archdiocesan policy regarding child sexual abuse.

3. Persons who have been convicted of either child sexual or physical abuse or other criminal offenses involving minors should not volunteer service in any church sponsored activity or program for children.

4. Any persons, who for whatever reason, do not believe they can conduct themselves at all times while working with children in a lawful and non-sexual manner should not volunteer in any church sponsored activity or program for children.

5. Adult volunteers should observe the "two adult" rule requiring that an adult never be alone with children without another adult present.

6. All volunteers should report immediately to their supervisors any conduct they observe which seems abusive or inappropriate.

VOLUNTEER QUESTIONNAIRE—Please fill out the questions on this page and return.

As you answer each question, know that your responses will be kept confidential.

1. As a church volunteer working with or around children, do you agree to observe all church policies regarding working with children? Yes_____ No_____.

2. Have you ever been convicted of or pleaded guilty to a crime? Yes_____ No_____. If yes, please describe on a separate sheet of paper.

I have read the above policies, requirements, and Volunteers Code of Conduct/Information Sheet and agree to comply with all of them. I understand that as a volunteer working with children and/or youth I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer with children and/or youth.

Date

Volunteer's Signature

Printed Name of Volunteer

APPENDIX C
THE ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KANSAS
CONFIDENTIAL QUESTIONNAIRE
FOR ALL PERSONS WORKING WITH OR AROUND CHILDREN

Applicants for employment and volunteer work with or around children must complete this questionnaire. Separate employment applications must be completed in addition to this form by those seeking employment. Answers may be verified if questions arise as to qualifications for such employment or volunteerwork.

1. Name: _____
(Please print) Last First Middle (full-no initial) Maiden

2. Address,City,State,Zip: _____

Cell Phone # _____ Home Phone: _____

Prior Address (address, city, state, zip) _____

3. *Social Security No.: _____ *Date of Birth: _____

4. *Driver's License No.: _____ *IssuingState _____

5. Current or Last Employer _____

Address: _____

Supervisor's Name: _____ PhoneNo.: _____

Beginning date of this employment (Mo/Yr): _____

6. Current memberships (religious, community, business, labor or professional organizations).

7. Has a civil or criminal complaint ever been filed against you alleging child neglect or abuse by you?
_____Yes _____No

If yes, give a short explanation of the complaint.

8. Do you use illegal drugs? _____Yes _____No

9. Have you ever terminated your employment for reasons relating to allegations of physical abuse or sexual abuse by you? _____Yes _____No

If yes, give a short explanation of the allegations. (Please indicate the date, nature and place of the allegations, the disposition of the allegations, and your employers at the time, including your employer's name, address and telephone number.

APPENDIX C (cont.)

10. List all paid and volunteer positions involving work with or around children you have held with church and non-church organizations, e.g., other Catholic parishes, Boy Scout leader, religious education instructor, youth minister, coach, etc. Include dates of service and the names, addresses and telephone numbers of sponsoring organizations, e.g. parishes, schools, United Way, etc.

11. Have you ever been accused of or investigated for an act of sexual abuse or harassment?

Yes _____ No _____

If yes, give a short explanation of the circumstances and the name and address of the organization or person(s) involved:

12. Have you ever been removed from any of the positions listed above for reasons relating to allegations of physical or sexual child abuse by you? _____Yes _____No.

If yes, give a short explanation of the circumstances and the name and address of the organization or person(s) involved:

13. Have you ever been convicted of or plead guilty to *nolo contendere* (no contest) to a criminal offense?

Yes _____ No _____

If yes, please explain the nature of the offense and give the date of the offense and location of the court which handled the matter.

14. Is there any fact or circumstance involving you or your background not discussed above that might indicate you should not work with or around children? Yes _____ No _____

If so, please explain:

15. Give the names, addresses and telephone numbers of 3 personal references and their relationship to you.

RELEASE AND AUTHORIZATION

I hereby certify that the information I have provided in the **Confidential Questionnaire For Persons Working With Or Around Children** is complete, true and correct to the best of my knowledge and may be verified, if necessary by contacting persons or organizations named on this questionnaire or by contacting any person or organization that may have information concerning me. Any misrepresentation or willful omission of facts shall be sufficient cause for disqualification for or termination of my position. I understand I may be asked to provide additional information as may be necessary. Furthermore, I understand that this questionnaire and any other materials submitted or obtained in connection with my employment or volunteer position become the property of the Archdiocese or affiliate. If accepted for a position, I agree to observe all rules, regulations, and policies of the Archdiocese of Kansas City in Kansas.

I, _____, hereby authorize the Archdiocese of Kansas City in Kansas and/or its agents, affiliates, parishes and representatives to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application for Employment and/or obtaining other information which may be material to my qualifications for volunteer work or employment now, and if applicable, during the tenure of my employment with the Archdiocese of Kansas City in Kansas, its parishes or affiliates.

I release the Archdiocese of Kansas City in Kansas and/or its agents, affiliates, parishes and representatives as well as any person or entity which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits arising out of or in any manner related to information obtained from any and all of the above referenced sources. The following is a true and complete legal name and all information contained herein is true to the best of my knowledge:

Applicant/Employee Name (Please print)

Date

Signature

***NOTE:** This information is required for identification purposes only, and is in no manner used as a qualification for employment.

APPENDIX D
THE ROMAN CATHOLIC ARCHDIOCESE OF KANSAS CITY IN KANSAS
ACKNOWLEDGMENT OF RECEIPT

I the undersigned hereby acknowledge that I received a copy of the Archdiocese of Kansas City in Kansas' **Child Protection Policy—Policies and Procedures Pertaining to Sexual Abuse of a Child**. Further, that I have read the Policy, understand its meaning, and agree to conduct myself in conformity with the Policy and as the Policy may be amended in the future. I also understand that this acknowledgment will be kept on file in my personnel file.

Date Child Protection Policy
as described above received

Signature

Printed Name

Church or Institution: **Corpus Christi Catholic Church**

City or Town: **Lawrence, KS**

RECEIPT of Code of Ethical Standards

I hereby acknowledge that I have received a copy of *The Code of Ethical Standards for Church Leaders of the Archdiocese of Kansas City in Kansas*, dated June 2003. I understand its meaning and agree to conduct myself in accordance with its contents.

Signature

Print Name

DATE

The original of this signed document should remain in the Church/Institution files.

RECEIPT of Harassment Policy

I acknowledge that I received a copy of the Harassment Policy of the Archdiocese of Kansas City in Kansas, revised effective February 2007. I have read the document, understand its meaning and agree to conduct myself in accordance with the Harassment Policy.

Signature

Print Name

Name of employer or volunteer program

Date