



# Incarnate Word Academy

## Volunteer Application

**Print or Type Only**

Thank you for filling out this application, which helps Incarnate Word Academy fulfill its commitment to safety. The information you provide in this application will be treated with confidentiality. All those seeking volunteer positions are asked to complete a background check which may include a criminal history check, credit report or a motor vehicle report, before beginning service.

**\*All sections of this form must be completed in order to be processed. Use legal name on ID or DL.**

First Name	Middle Name	Last Name	Suffix
Maiden Name		Alias/Nickname	
Street Address		Mailing Address (if different)	
City	State	Zip	
Home Phone	Cell Phone	Email address	
Date of Birth	Driver's License or ID#	DL or ID State	Gender M    F
Religious Name (if applicable)	Work Visa # (if no ID or DL)	Passport # (if no ID or DL)	

**All Candidates will be required to undergo Criminal History Screening**

**Volunteers are required to enroll in a CMSE (Creating and Maintaining a Safe Environment) Diocesan Course.**

**Volunteer Experience**—Please list your experience with church, civic and non-profit organizations.

Organization	Volunteer Duties	Dates of Service	Contact Name	Contact Number

**Employment and Educational Background**

Which best describes your current status?     Student     Employed     Retired     Other

Current School (if applies): \_\_\_\_\_ Area of Study: \_\_\_\_\_

Current Employer (if applies): \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer Address (City, State, Zip, Dept, Suite): \_\_\_\_\_

**Please turn over and complete other side.**

**To be completed by all:**

1. Have you ever been convicted of a criminal offense other than a minor traffic violation?

Circle YES NO

2. Have you ever been arrested for, been accused of, or been convicted of any criminal offense involving a crime against a child, against the elderly, or against a disabled person?

Circle YES NO

3. Have you ever been placed on probation or received deferred adjudication, or other pretrial diversion process for any criminal offense involving a crime against a child, against the elderly, or against a disabled person?

Circle YES NO

4. Have you ever been subject to any court order or supervision (including pretrial) for any criminal offense involving a crime against a child, against the elderly, or against a disabled person?

Circle YES NO

5. As of the date of this consent form, do you have any pending charges against you?

Circle YES NO

6. If **Yes**, please provide offense, date of offense or conviction and location of court: \_\_\_\_\_  
\_\_\_\_\_

7. Has your driver's license ever been revoked or suspended?

Circle YES NO

8. If **Yes**, please provide offense, date of offense or conviction and location of court: \_\_\_\_\_  
\_\_\_\_\_

9. Other than the previous information provided, is there any other fact or circumstance, involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people?

If **Yes**, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. If you answered **Yes** to any of these questions, please explain here: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreement and Authorization** (Please initial each statement below)

\_\_\_\_\_ The information contained herein is true and complete to the best of my knowledge.

\_\_\_\_\_ I understand that false information may be grounds for not accepting me or for immediate termination of volunteerism at any point in the future if I am accepted.

\_\_\_\_\_ I hereby release Incarnate Word Academy from any and all claims for personal injury or property damage which claims arise directly or indirectly from my participation in a volunteer capacity.

\_\_\_\_\_ I understand that it is my personal obligation in maintaining a safe environment for all, to notify my principal or supervisor if I am arrested, accused of, or convicted of a crime after signing this form.

\_\_\_\_\_ I hereby authorize Incarnate Word Academy to inquire and verify any information contained in this application or which I submit as part of this application process.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_