**Society of St. Vincent de Paul**



8800 West Main Belleville, IL 62223 P.O. Box 3415 East St. Louis, IL 62203

Phone: 618.394.0126 FAX: 618-394.0820

**Application for Volunteers**

|  |  |  |
| --- | --- | --- |
| Last Name First Middle | **Social Security No.**  **(last 4 digits only)** | **Date** |
| Present Street Address City State Zip | **Daytime Phone** | |
| Evening Phone | |
| **I am a U.S. Citizen or an alien authorized to work in the U.S.** **Yes** **No** | **Cell Phone No.** | |
| **E-Mail Address** | |
|
| **Have you volunteered in the past for St. Vincent de Paul Society?**  **Yes**  **No**  **If yes, give details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Are you 18 years of age or older?**  **Yes**  **No** | |

## I am available mornings, afternoons, evenings Date available: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I am interested in volunteer opportunities:**  **Full-Time**  **Part-Time**

### Position(s) of Interest: Be as specific as possible

**Office Opportunities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Store and/or Kitchen Opportunities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Soup Bus Opportunities \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### EDUCATIONAL HISTORY

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Name of School | | **Areas of Study** | **Area of study competed?** | Comments | | | |
| **High School** |  |  |  | |  | |
| **College** |  |  |  | |  | |
| **Postgraduate School** |  |  |  | |  | |
| **Other Training** |  |  |  | | |  |

Please list all present and former educational/employment/volunteer history beginning with your present or most recent position first.

### 

### My knowledge of the following computer software rates as: 1= Advanced, 2= Average, 3= Beginner, 4= None

**Microsoft Word**  **Excel**  **Access**  **Outlook**  **WordPerfect**

**Other**

**What skills would you bring to the Society of St. Vincent de Paul:**

**IMPORTANT**

***PLEASE READ THE POLICY STATEMENT FOR THE SOCIETY OF ST. VINCENT DE PAUL. A COPY OF THIS POLICY STATEMENT SHOULD BE KEPT WITH YOUR PERSONAL RECORDS.***

**You must complete questions I, II, III & IV *only* *if* the position(s) for which you are applying will involve substantial contact with children or other vulnerable individuals, i.e. elderly, mentally or emotionally disabled, etc.**

**I. Has a civil or a criminal complaint ever been filed against you that alleged *sexual misconduct or child abuse* /elder abuse by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)?**  **Yes** **No**

**If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.**

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**II. Do you presently serve, or have you ever served, as an employee or volunteer for any organization, entity or group in which you had substantial contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)?**  **Yes**  **No**

**If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor’s name; and briefly describe your activities and/or duties.**

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**III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse/elder abuse by you?** **Yes** **No**

**If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.**

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**IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?**  **Yes**  **No**

**If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.   
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##### IMPORTANT: THE FOLLOWING STATEMENT MUST BE READ AND SIGNED

##### The information provided in this application is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I grant permission to check my background and references and release the Society of St. Vincent de Paul from any and all resultant liability.

##### Further, I grant permission to the Society of St. Vincent de Paul to release this form and attendant documents to the appropriate committees within the Society of St. Vincent de Paul. I understand my signature absolves and releases the Society of St. Vincent de Paul from any and all liability for any and all legal action involving relinquishment of the information to others.

##### If I volunteer, I will abide by the policies and procedures of the Society of St. Vincent de Paul I also hereby acknowledge that I received, read, and understand the Society of St. Vincent de Paul Sexual Misconduct Policy and Code of Conduct. I agree to conduct myself in accordance with these policies.

**I understand that if I work in an environment in which I have significant contact with children, I am required to undergo criminal background checks before working with children.**

###### Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

# *This section to be completed by The Society of St. Vincent de Paul*

The necessity of passing a background check for positions involving significant contact with children or other vulnerable persons while working or providing volunteer services has been explained to this applicant. Offers of employment or acceptance of volunteer services are contingent upon the applicant successfully completing the criminal background check. References may be checked before extending an offer of employment or accepting an applicant’s volunteer service. C*ompleted applications are to be received by the Office of the Society of St. Vincent de Paul*

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***Signature Date***

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**POLICY STATEMENT OF THE**

**SOCIETY OF ST. VINCENT DE PAUL**

Volunteers of The Society of St. Vincent de Paul shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Society of St. Vincent de Paul.

Volunteers must comply with all relevant state and federal laws, including:

* the Illinois Abused and Neglected Child Reporting Act.

* the laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any volunteer of the Society of St. Vincent de Paul who suspects an incident of any sexual misconduct by any employee and/or volunteer must immediately report such incident to the President of the Society of St. Vincent de Paul. Do not assume that the Society of St. Vincent de Paul is aware of any sexual misconduct. It is your responsibility to report incidents of which you know.

The matter will be investigated and where appropriate, disciplinary action will be taken.



**CODE OF CONDUCT POLICY**

As personnel, I certify and voluntarily agree to abide by the following **CODE OF CONDUCT**

* I will exhibit the highest Christian ethical standards and personal integrity.
* I will conduct myself in a manner that is consistent with the discipline and teachings of the Catholic Church.
* I will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
* I will avoid taking unfair advantage of any counseling relationship.
* I will not physically, sexually or emotionally abuse or neglect a child or adult.
* I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
* I will accept personal responsibility to protect children and any vulnerable adult from all forms of abuse.