

**Roman Catholic Diocese of Madison**  
**VOLUNTEER SERVICE APPLICATION**

702 S. High Point Road  
Madison, WI 53719  
608-281-3133

*We consider applicants for all positions without regard to race, color, gender, national origin, age, disability, marital or veteran status.*

**APPLICATION INSTRUCTIONS**

1. You must fully and accurately complete the Application for Volunteer Services. Incomplete applications will not be considered. Resumes may not substitute for any part of the application.
2. Volunteers working with minors will be required to have a clear criminal record summary, signed "Statement of Receipt and Agreement", Virtus "Protecting God's Children for adults training, and any other background checks that apply to the volunteer position. A clear criminal record summary must be received prior to beginning any volunteer activity that involves minors. Virtus training must be completed within the first six weeks of becoming a volunteer or the applicant will lose their volunteer status.

Name \_\_\_\_\_

Home Address \_\_\_\_\_

Address

City, State, Zip

Home Telephone \_\_\_\_\_

Area Code/Number

Volunteer Position \_\_\_\_\_

Volunteer Job Title

Date Available to Start \_\_\_\_\_

Date

Hours and Days Available \_\_\_\_\_

Location of Position \_\_\_\_\_

Diocesan Offices/Parish /School/Charity Name and City

Referred by \_\_\_\_\_

Newspaper/Parish Bulletin/Employee/ Volunteer flyer

Why would you like to volunteer? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please check the following:**

**YES**

**NO**

1. Have you previously volunteered with the Diocese of Madison? \_\_\_\_\_

If yes, when? \_\_\_\_\_ Location \_\_\_\_\_

Date: From - To

Ministry \_\_\_\_\_

2. Have you ever been convicted of a crime other than a minor traffic violation? \_\_\_\_\_

If yes describe and state when the conviction occurred.

\_\_\_\_\_

\_\_\_\_\_

(A conviction may be relevant if volunteer job related, but will not necessarily disqualify you.)

## Present Employment

Employer \_\_\_\_\_  
 Name

Address \_\_\_\_\_  
 Address City, State, Zip

Phone \_\_\_\_\_  
 Area Code - Number

Position Held \_\_\_\_\_  
 Title

Type of Business \_\_\_\_\_

Dates of Employment \_\_\_\_\_  
 From To

Immediate Supervisor \_\_\_\_\_  
 Name/Title

Duties and Responsibilities \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

May We Contact This Employer For a Reference? \_\_\_\_\_ If No, why? \_\_\_\_\_  
 \_\_\_\_\_

## EDUCATION

Type of School	Name and Address	Years of Schooling	Did you Graduate	Major	Degree
High School					
College					
Post Graduate					
Business/Trade					
Other					

## References

\_\_\_\_\_  
 Name and Occupation

\_\_\_\_\_  
 Address City, State, Zip

\_\_\_\_\_  
 Phone Area Code - Number

\_\_\_\_\_  
 Name and Occupation

\_\_\_\_\_  
 Address City, State, Zip

\_\_\_\_\_  
 Phone Area Code - Number

\_\_\_\_\_  
 Name and Occupation

\_\_\_\_\_  
 Address City, State, Zip

\_\_\_\_\_  
 Phone Area Code - Number

***The Diocese of Madison appreciates your willingness to share your faith, gifts, and skills. Providing safe and secure programs is of utmost importance. The information gathered in this application is designed to help our parishes, schools, and institutions provide the highest quality Catholic programs for the people of our community.***

---

**PLEASE READ VERY CAREFULLY**

I authorize the Roman Catholic Diocese of Madison to communicate with persons listed as references, former employers, and any others with whom you desire to check. I agree to hold such persons harmless with respect to any information they may give about me.

**I AM VOLUNTEERING MY TIME AND SERVICES WITHOUT ANY PRESENT OR FUTURE EXPECTATION OF PAYMENT OF ANY KIND. I ACKNOWLEDGE THAT THIS IS NOT AN EMPLOYMENT RELATIONSHIP, THAT I AM UNDER NO OBLIGATION AS TO TIME, DUTIES OR RESOURCES OTHER THAN WHAT I FREELY CHOOSE TO PROVIDE TO MY CHURCH OR SCHOOL.**

I understand that volunteer work with the Diocese is employment “at will”. My volunteer activity is at-will may be terminated with or without cause and with or without notice at any time by the volunteer or the Diocese.

I agree to conform to the volunteer policies of the Diocese. I understand that the completion of this Volunteer Application does not guarantee that I have been or will be a volunteer with the Diocese.

I hereby affirm that my answers to these statements and questions are true and correct to the best of my knowledge. I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any misrepresentation, deception or false statement made in this application may result in my not being considered for volunteer work, and if not discovered by the Diocese until after my beginning my assignment, is grounds for, and may result in, my immediate termination of my volunteer duties.

Signed \_\_\_\_\_ Date \_\_\_\_\_

---