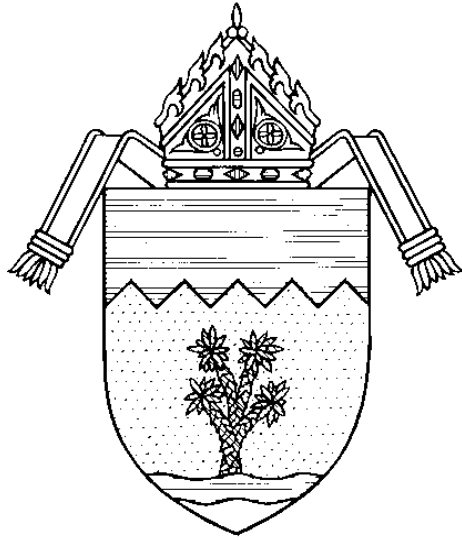


DIOCESE OF LAS VEGAS



VOLUNTEER APPLICATION

Present or Last Company with whom you Volunteered	Volunteer Service From	Position and Duties	Reason for Leaving
Name	(mo/yr)		
Address	To (mo/yr)		
City, State, Zip Code			
Telephone/E-mail			

Have you ever pled guilty, or no contest to, or been convicted of a felony? Yes No
 If yes, please give the date(s) and details:

Have you ever pled guilty, or no contest to, or been convicted of a misdemeanor resulting in imprisonment within the last seven years?
 Yes No

If yes, please give the date(s) and details:

NOTE: Answering "Yes" to these questions does not constitute an automatic bar to volunteer service. Factors such as age and time of the offense, seriousness and nature of the violation, and the position for which you are applying will be taken into account. (Do not include minor traffic citations and arrests or convictions which have been sealed or expunged in answering these questions.)

Please indicate any actual experience, skills, training and qualifications (e.g., clerical skills, professional skills, personal skills, etc.), that you have which you feel are relevant to the position for which you are applying.

Do you speak any Foreign Language? If yes, please specify the following:

Foreign Language	<i>Speak</i>			<i>Read</i>			<i>Write</i>		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor
Foreign Language	<i>Speak</i>			<i>Read</i>			<i>Write</i>		
	Good	Fair	Poor	Good	Fair	Poor	Good	Fair	Poor

Driver License (State/County) License No. Expiration Date

Name on License (if different than listed as applicant) _____

Have you ever used another name? Yes No. If Yes, what name(s): _____

Is any additional information relative to change of name, use of an assumed name, or nickname necessary to enable a check on your background, work, educational or other record? If yes, please explain:

Are you capable of performing the essential job duties required of the position for which you are applying? Yes No

Hobbies/Special Interests: _____

Other educational experiences you believe may be relevant: _____

Are you volunteering as part of a community service commitment? [] Yes [] No.

If yes, what is the community service for? _____

Do you belong to a parish within the Diocese of Las Vegas? [] Yes [] No.

If yes, which parish? _____

How did you hear about volunteering opportunities? _____

PERSONAL REFERENCES

Please list persons who know you well -- **not** previous employers or relatives:

Name	Occupation	Address (Street, City and State)	Telephone Number/ e-mail	Number of Years Known

EMERGENCY CONTACT INFORMATION

Name of emergency contact: _____

Best way to reach emergency contact: _____

VOLUNTEER SERVICE ACKNOWLEDGMENTS

- **In the event I am able to render service in a position with the Diocese of Las Vegas, I agree to comply with all Diocese of Las Vegas policies, procedures, rules and regulations. I understand that all volunteers must have a criminal background check in order to begin service.**
- **I understand that volunteers who work with children are required to take the Virtus® “Protecting God’s Children” class and sign the Virtus® code of conduct form. This is a free workshop provided throughout the Diocese.**
- **I understand that volunteers must maintain confidentiality of all people/clients served.**
- **I understand that Volunteers must promote the philosophy, mission, work and activities of Roman Catholic Church and agree to treat all other volunteers, employees of the Diocese and the general public at all times in a positive, professional manner.**
- **Volunteers must contact the direct supervisor or the person to whom they report if they are unable to follow through with their commitment.**
- **I understand that volunteers must not have in their possession illegal substances, firearms, alcohol during their volunteer time.**
- **I understand that I am responsible for the safety of their own personal property. We recommend that all valuables be left at home.**
- **In connection with, and during the duration of my volunteer services with the Diocese, I understand that investigative background inquiries will be made on myself, including, without limitation, consumer, criminal (through fingerprinting), driving and other reports. These reports will include, but are not limited to, information as to my general reputation, character and history. Further I understand that the Diocese will be requesting information from various federal, state and other agencies which maintain public and non-public records concerning my past activities, including, without limitation my driving, credit, and other experience.**

FOR ALL APPLICANTS: APPLICANT'S STATEMENT, ACKNOWLEDGMENT AND RELEASE

In the event of my employment in a position with the Diocese of Las Vegas (for any parish, school or other location), I agree to comply with all Diocese of Las Vegas policies, procedures, rules and regulations. I understand that the Diocese of Las Vegas reserves the right to require me to submit to a test for the presence of alcohol or drugs in my system prior to employment and at any time during my employment, to the extent permitted by law. I also understand that any offer of employment may be contingent upon the passing of a fingerprint check/background check, credit check/screening and/or a physical examination. I consent to the disclosure of the results of any physical examination and/or other or related tests to the Diocese of Las Vegas. I also understand that prior to, and during any employment, I may be required to take other tests such as personality tests. I understand that should I decline to sign this consent or decline to take any of the above tests, including, but not limited to background tests/fingerprints, my application for employment may be rejected or any employment may be terminated. I also understand that in certain circumstances, bonding may be a condition of hire. If it is, I will be so advised either before or after hiring and a bond application will have to be completed. I understand that certain positions within the Diocese of Las Vegas are reserved for clergy and that other positions by their nature require membership and active participation in the Catholic Church. I understand that those who work with children are required to take the Virtus® “Protecting God’s Children” class and sign the Virtus® code of conduct form. This is a free workshop provided throughout the Diocese of Las Vegas.

I understand and agree that the Diocese of Las Vegas may investigate my driving record and my criminal record and that consumer reports and/or an investigative consumer report may be prepared whereby information is obtained through personal interviews with my references (including any referring persons), friends, personal references, and others with whom I am acquainted. This inquiry may include information as to my character, general reputation, personal characteristics and mode of living. I further understand that the Diocese of Las Vegas may contact my previous employers and I hereby authorize those employers, as well as friends and/or references to disclose to the Diocese of Las Vegas all records and information pertinent to my employment with them without recourse. In addition to authorizing the release of any information regarding my employment, I hereby fully waive any rights or claims I have or may have against my references, friends, former employers, their agents, employees and representatives, as well as any other corporation, partnership, entity or individual who releases information to the Diocese of Las Vegas, and release them from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me. I authorize the persons named herein as personal references to provide the Diocese of Las Vegas with any pertinent information they may have regarding me without recourse.

I hereby state that all of the information that I have provided on this application or any other documents filled out or other information provided in connection with my application for employment, including, but not limited to information provided during any interview is true and correct. I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand that if any information on this application is determined, in the Diocese of Las Vegas’ opinion, to be false (either by affirmative misrepresentation or by omission), my application for employment will be rejected. Further, if I am employed and any such information is later found to be false or incomplete, either by affirmative misrepresentation or by omission in any respect, I may be subject to immediate discharge. I understand if selected for hire, it will be necessary for me to provide satisfactory evidence of my identity and legal authority to work in the United States, and that federal immigration laws require me to complete an I-9 Form in this regard.

Nothing in this application or Applicant’s Statement and Acknowledgment creates or is intended to create an offer, promise or representation of employment. If hired, I understand and agree that my employment with the Diocese of Las Vegas is “AT-WILL” and absent a written agreement signed by both the Bishop of the Diocese of Las Vegas or his authorized designee (designated as such in writing) and me, my employment, if I am employed, and any compensation therefore, is for no definite period, and may be terminated by either the Diocese of Las Vegas (employer) or me at any time and for any reason whatsoever, with or without cause. No other supervisor or representative of the Diocese of Las Vegas (other than those described in the previous sentence) has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing. I acknowledge that it is my obligation to ask for written evidence from either the Office of the Bishop, the Vicar General or the Chief Financial Officer as to a representative’s authorized status for the purpose of authority to sign written agreements. I understand and agree that oral representations made before or in the event I am hired do not alter any terms and/or conditions of my employment.

This release also allows both conviction and non-conviction data to be released to The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole, as appropriate. I, having made application for employment with The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole for employment, authorize the release of any Record of Criminal Activity pertaining to me. Disclosure of a criminal record does not automatically disqualify you from consideration.

I hereby fully and unconditionally release The Roman Catholic Bishop of Las Vegas and His Successors, a corporation sole, and its officers, directors, employees, agents, servants and representatives and any other agencies or entities releasing information and its officers, directors, employees, agents, servants, and representatives from any loss, damage or liability in obtaining or furnishing said Criminal History Record.

If there are any questions regarding this Document, please refer to the Director of Human Resources, the Benefits Manager, or the Chief Financial Officer of the Diocese of Las Vegas, before signing.

I hereby acknowledge that I have read, understand and agree to the above.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE STATEMENT, ACKNOWLEDGEMENT AND RELEASE.

SIGNATURE OF APPLICANT

DATE