



**This application is for ADULTS (18+). Please complete and return this form to the location at which your role will be involved with young people. After your references have been checked you will be directed to the Safe Environment Training website at [www.htdiocese.org/se-training](http://www.htdiocese.org/se-training). The online training site includes a background check, Safe and Sacred training and the Diocesan Code of Professional Conduct.**

**Employees:** If you are a paid employee for the Diocese of Houma-Thibodaux you do not have to complete this form to begin your online Safe Environment training. However, if you plan to volunteer at any other location (parishes & schools) and your role involves contact with young people you will be asked to complete this application to be kept at that location.

**Applicant Information**

Title :  Rev.  Mr.  Ms.  Mrs.  Br.  Dr.  Dcn.  Sr.  \_\_\_\_\_

\_\_\_\_\_  
Last Name First Name Middle Name  Male  Female

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

\_\_\_\_\_  
Home Phone Cell Phone Work Phone (Can we contact you at work?  Yes  No)

\_\_\_\_\_  
Email Address—please print clearly *\*you will be contacted at this address to begin your online Safe Environment training*

**Ministry Information**

Please complete all that apply:

- Volunteer** (role involved with young people in the Church Parish, Catholic Schools or other Diocesan events)  
Primary Location: (This should be the same location you choose for your online Safe Environment training)  
\_\_\_\_\_  Church Parish  Catholic School  Catholic Charities/Time Bank

Other volunteer Location(s):  
\_\_\_\_\_

- Diocesan Employee**, (paid) Location Name: \_\_\_\_\_  
*Use your this location as your primary location for your online training.*

- Catholic High School Student**, School Name: \_\_\_\_\_  
*(only for students 18+)*

List the name of all titles/ministries in which you desire to participate:  
\_\_\_\_\_

**Emergency Contact Information**

\_\_\_\_\_  
Last Name First Name Relationship

\_\_\_\_\_  
Home Phone Cell Phone Work Phone

**Business/Community Experience/Clubs/Organizations**

(include only those which might relate to the work/ministry/service for which you are volunteering)

\_\_\_\_\_  
\_\_\_\_\_

**Note: You will be asked to provide this application at each location you volunteer. Keep a copy for your records.**

## Work/Volunteer Experience

List present and past service, beginning with the most recent. If additional space is needed, please use another sheet of paper and attach to this sheet)

Employer Name/Address/Phone Number	Position Held/Beginning & Ending dates	Duties
May we contact this employer? <input type="radio"/> Yes <input type="radio"/> No Supervisor:		
May we contact this employer? <input type="radio"/> Yes <input type="radio"/> No Supervisor:		

## References (3 required — provide one in each category — must be 18 years or older)

Be sure to include all of the information requested. All references are check by your Primary Location named on this form.

Reference Type	Reference Full Name	Address (City, State, Zip)	Daytime Phone	How long have you known this person?	Your relationship to this person?	For office use: Initial/Date reference Contacted
Personal						<input type="radio"/> Contacted Initial/Date:
Family Member or Other Personal						<input type="radio"/> Contacted Initial/Date:
Professional/Civic/Other						<input type="radio"/> Contacted Initial/Date:

### THE FOLLOWING IS AN IMPORTANT PART OF THE PROFILE AND SHOULD BE READ CAREFULLY

The Diocese of Houma-Thibodaux appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. For your privacy, this form will be stored in a locked environment.

I understand that acceptance of my services by the parish/school does not constitute an employment contract and no agreement to the contrary (written, stated, or implied) will be recognized unless entered into with the pastor/principal. I understand that my volunteer services with the parish/school shall depend on satisfactory replies from my references and former employers/supervisors. I also understand that if my responsibilities involve contact with minors, I must undergo a criminal background check. I agree to abide by the rules, policies, and Code of Ethics of the Diocese of Houma-Thibodaux. I agree that while the parish/school may have in effect certain personnel procedures and practices, neither the existence of the procedures and practices, nor the parish/school's use or failure to use them, creates any obligation between the parish/school and myself. I understand that my services are for no definite time period and may be terminated with or without notice, at any time, for any reason, or no reason, by the pastor/principal or by me. I further understand that hours of service will be flexible.

I authorize the parish to verify any statements made by me on the profile and on any other parish form(s) completed by me. I authorize all persons having knowledge of me or my records to release such information to the parish. I release these companies and persons and the parish from any and all liability or claims that may arise by such disclosures or investigations.

I certify that the statements made by me on this profile are true, complete and correct and it is further understood that should any falsification be discovered, it will constitute grounds for non-acceptance or for immediate dismissal.

\_\_\_\_\_/\_\_\_\_\_  
 Volunteer's Signature Date

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