

eAppsDB Instructions for Adult Volunteer Applicant

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- The names of two (2) Professional/Civic references including street, city, state, daytime phone number
- The name of one (1) Personal references including street, city, state, daytime phone number
- Social Security Number
- Driver's License number and renewal date

Now you are ready to get started; log on to the Diocese website at www.gbdioc.org

1. With your computer mouse, roll across the “**Protecting Our Children**” option at the top of the screen.
2. In the dropdown box, click on “**Background Checks**” and then click on the “**eAppsDB**” link.



As a new Volunteer Applicant you will not yet have a User ID or password; **click on the underlined ‘[click here](#)’ to register to begin the process.** You will receive the ‘New User Registration’ screen.

NOTE: All fields on this screen require entry except middle name and email address but we would encourage you to include your email address for communication purposes. Your email address will not be sold.

- In the ‘Primary Site’ field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which you will do the majority of your volunteer service.
- The ‘Access Code’ field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as ‘**gbdioc04**’. (Zero four)
- A choice for ‘type of application’ is required – **click on the box beside ‘Volunteer’**.
- In the ‘User ID’ field, you should enter a User ID that you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen. Use letters and numbers only. The system is not case sensitive.
- In the ‘Password’ field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the ‘First Name’, ‘Middle Name’, and ‘Last Name’ fields, enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Your date of birth is required solely for the purpose of preventing duplicate applications in the system. This information is locked after completion of the background check screen and is not made available to the user or organization.

Please write down your User ID and password; you will need this information to continue with the application. Store this information in a safe place as you will need it to access your application in the future.

Once you have completed the requested information, **click the ‘Register’ button**. You will receive a message indicating registration has been successful.

Click on the ‘[click here](#)’ to login and continue with your application. At the ‘Login Page’ re-enter your User ID and password and **click ‘Login’** to continue. You will arrive at the ‘Application Overview For Volunteer’ screen.

APPLICATION OVERVIEW

The 'Application Overview' screen provides the following information:

- The status of the application.
- A list of forms required by the organization to be completed.
- The option to view or submit the application.

A red 'X' located by each application form indicates that the form has not been completed.

MAIN APPLICATION

To get started, click on the 'Main Application' button.

The 'Main Application – Pre-Employment' screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If the Pre-Employment Applicant has a hyphenated last name, enter it entirely in the regular last name field (Example: Smith-Johnson). The area for 'second last name' should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

Click on the 'SAVE' button and you will return to the *Application Overview* screen

The Main Application header should now have a green check next to it indicating it has been completed.

DIOCESE OF GREEN BAY QUESTIONNAIRE

Click on the 'Diocese of Green Bay Questionnaire' button

- Position Name (**Required**)

The balance of the fields are optional for Volunteer Applicants.

Click on the 'SAVE' button and you will return to the *Application Overview* screen

The Diocese of Green Bay Questionnaire header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

RESIDENTIAL HISTORY

Click on the 'Residential History' button

If you have resided at your current address for more than 7 years please click on the check box provided; then **click on the 'Return to Application Overview' button.**

If you have NOT resided at your current address for the past 7 years, **click on the 'Add Residential History' button** and you will receive a screen where you may enter information.

When finished, **click on the 'ADD' button.** You will return to the *Residential History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the 'Return to Application Overview' button.**

The Residential History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

EMPLOYMENT HISTORY**Click on the ‘*Employment History*’ button**

This section is optional for Volunteer Applicants. You must click on the box provided if you choose NOT to complete this section or if you are currently not employed; **then click on the ‘*Return to Application*’ button.**

Should you choose to enter any employment information, **click on the ‘*Add Employment History*’ button** and you will receive a screen where you may begin to enter information.

When finished, **click on the ‘*ADD*’ button.** You will be returned to the *Employment History* screen and given an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering employment history information, **click on the ‘*Return to Application Overview*’ button.**

The Employment header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

EDUCATIONAL HISTORY**Click on the ‘*Educational History*’ button**

This section is optional for Volunteer Applicants. You must click on the box if you choose NOT to complete this section; then **click on the ‘*Return to Application Overview*’ button.**

Should you choose to indicate your highest level of education completed, click on the appropriate box; then **click on the ‘*Save Selection*’ button.**

You will be returned to the **Application Overview screen**

The Educational History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

VOLUNTEER HISTORY**Click on the ‘*Volunteer History*’ button**

This section is optional for Volunteer Applicants. You may click on the check box if you choose NOT to complete this section or you do not have a volunteer history to share; then **click on the ‘*Return to Application Overview*’ button.**

Should you so choose, up to 3 of your most recent volunteer activities may be entered. **Click on the ‘*Add Volunteer History*’ button** and you will receive a screen where you may begin to enter information.

When fields are complete, **click on the ‘*ADD*’ button.** You will return to the Volunteer History page and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When completely finished entering volunteer history information, **click on the ‘*Return to Application Overview*’ button.**

The Volunteer History header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

REFERENCES MAIN SCREEN**Click on the ‘*References*’ button**

The ‘References’ screen requires two Professional/Civic and one Personal reference completed in full

- A Professional/Civic reference is a Supervisor you have worked for in a professional and/or volunteer capacity.
- A Personal reference is a Pastor, coach, fellow committee member, friend, or co-worker (including volunteer activities) ***** DO NOT use FAMILY MEMBERS as References. *****
- All references must be over 18 years of age.

Click on the ‘*Add/Edit*’ button to begin entering information. When the fields are complete, **click on the ‘*Add*’ button** and you will be given an opportunity to see the data entered. An *Add/Edit* tab is available to correct any errors. When you are finished entering all three references, **click on ‘*Return to Application Overview*’ button.**

The References header should now have a green check next to it indicating it has been completed; the font color will also have changed from blue to red.

DECLARATIONSClick on the *'Declarations'* button

The 'Declarations' screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to **'Check here to indicate your signature on this form'** and **enter the current date.**

After completing this process, **click on the 'Save the Declarations' button.**

You will return to the **Application Overview** screen

The Declarations header should now have a green check next to it indicating it has been completed; the font color will have also changed from blue to red.

BACKGROUND CHECKClick on the *'Background Check'* button

The 'Background Check Information' screen requires:

- Are you at least 18 years of age?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does this position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number*
- Driver's license number and renewal date*
- Date of Birth will be indicated; verify it is correct*
- Gender*

* refers to **REQUIRED**
information

Click on the 'SAVE' button

**To protect your privacy, the personal information entered will be "locked" and unavailable for further viewing or editing after you successfully 'SAVE' your Background Check Information.*

You will be returned to the **Application Overview**

SELECT SITESClick on the *'Select Sites'* button

The 'Select Sites' screen features your Primary Parish/School/RE Program/Agency indicated in 'red'. If you would like your Volunteer Application viewable by additional sites, select and 'ADD' these sites in this section. When finished adding any additional sites, **please click on the 'SAVE' button.**

You will be returned to the **Application Overview** screen

Now that you have completed all sections, you may **'submit'** your application. **Click on the 'Submit Application' button** and follow the screen instructions along the way. When the submission of your application has been completed successfully you will receive the following confirmation message: 'You have successfully submitted the application. Thank you!'

**The Diocesan Safe Environment Department
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