

# SECTION 4

## HIGH SCHOOL AGE YOUTH UNDER 18\*

- 4-1 Application/Screening Process for High School Age Youth Under 18 -Employment Candidates/ Youth Volunteer Applicants
  
- 4-2 High School Age Youth (Under Age 18) Volunteer Application English and Spanish
  
- 4-3 Youth Employee or Youth Volunteer Code of Conduct Agreement Form
  
- 4-4 Youth Employee or Youth Volunteer Code of Conduct- Take home copy

\*Legally, youth are not considered to be adults until they are 18. All high school age youth under 18 must have adult supervision while volunteering their services or employed.

Boys and girls not of high school age must always be under the direct care of a background checked/VIRTUS trained adult and should not be placed in supervisory positions.

**FOR HIGH SCHOOL AGE YOUTH UNDER 18****EMPLOYMENT/VOLUNTEER CANDIDATES**

1. Employment candidates under the age of 18 are required to utilize the eAppsDB online application process.
  - a. Employment candidates under the age of 18 must obtain from their parish or school location the document “Authorization for Consumer Reports”.
  - b. The “Authorization for Consumer Reports” must be signed by the parent(s) or legal guardian(s) of the employment candidate under the age of 18. .
  - c. The “Authorization for Consumer Reports” must be turned into the LoSEC at the parish or school location.
  - d. The LoSEC must scan and email the “Authorization for Consumer Reports” to the Office of Safe Environment.
  - e. The employment candidate under the age of 18 must log into eApps and create an application as an **Employee** and submit for the background check. The LoSEC or designated person must check references.
  - f. Once the Office of Safe Environment has received the “Authorization for Consumer Reports” the Office of Safe Environment will instruct Austin Computing and ISP to process and perform the background check.
  - g. Once the Office of Safe Environment has been notified the background check has processed the Office of Safe Environment will forward the “Authorization for Consumer Reports” to Human Resources at the diocese.
  - h. Human Resources will review the application and place the status of “Restr” under the Organization Status in eApps. Human Resources will retain the signed “Authorization for Consumer Reports” in their confidential files. The Workflow Status will state “Background Check Completed”.
  - i. Once the Office of Safe Environment verifies that the status of “Restr” is updated under the Organization Status in eApps, the Office of Safe Environment will notify the location requesting to employ the under 18 year old, that the location can move forward with employing the under 18 year old. **IMPORTANT** because the under 18 year old cannot attend safe environment training using the VIRTUS program until they turn 18, the under 18 year old must always be in the presence of an adult that does meet the safe environment requirements of having a completed and approved background check and safe environment training using the VIRTUS program.
  - j. The employed under 18 year old must read, review and sign the Youth Code of Conduct.
2. High school age volunteer applicants under the age of 18 will complete an application on paper (4-2). It must be completed in full, including the entire ‘References’ section and the parental/guardian permission form.
3. High school age employees/volunteers under the age of 18 will receive a copy of the *Youth Code of Conduct*. (4-3) requires the signatures of the young person and one parent/guardian. This form is kept on file at the parish/school/agency. (4-4) is a take home copy for the young person to keep.
4. The appropriate supervisor reviews the volunteer application and completes the ‘Office Use Only’ section. The completed volunteer application and *Youth Code of Conduct* acknowledgement and agreement form is forwarded to the LoSEC for safe-keeping in a locked file with restricted access.
5. The Local Safe Environment Coordinator sends copies of the eligible volunteer application and signed *Youth Code of Conduct* to any additional selected sites as may be indicated on the application.

High School Age Employees and Volunteers under the age of 18 are **NOT ALLOWED** to  
attend a  
VIRTUS *Protecting God’s Children* Adult Awareness Session.

## Authorization For Consumer Reports

I acknowledge receipt of the separate document entitled DISCLOSURE FOR CONSUMER REPORTS.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company Name Here ("Company"). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

**This authorization is conditioned upon the following representations of my rights:**

I understand that I have the right to make a request to the consumer reporting agency: Integrated Screening Partners ("Agency"), 5316 Hwy. 290 West, Ste., 500, Austin, TX 78735, telephone number (800) 474-4420, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: [www.integratedscreening.com/privacy.asp](http://www.integratedscreening.com/privacy.asp)

I understand that several states such as California, Colorado, Connecticut, Washington, Vermont, etc., as well as some cities, such as New York City restrict employers from requesting and using credit reports except for certain positions or types of business. The Company agrees to follow these restrictions including any written notification requirements.

I understand that certain states such as California, Colorado, Vermont, etc., require a separate disclosure and/or authorization to obtain a consumer's credit report for employment purposes. If such documentation is required, Company will provide this to me before ordering the credit report.

I understand that several states and cities have enacted "ban-the-box" legislation which restricts when Company can inquire about my criminal history. Company will not inquire before allowed to do so by applicable law, ordinance or regulation.

I understand that where worker's compensation records are obtainable, that Company will only order the information after a conditional job offer has been made.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me. By checking the following box, I request Company to provide a copy of all such reports be sent to me. Check here:

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (CST) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the attached Summary of Rights.

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_ Print your full name: \_\_\_\_\_

Parental Signature if applicant/volunteer is a minor: \_\_\_\_\_ Date \_\_\_\_\_

# HIGH SCHOOL AGE YOUTH (UNDER AGE 18) VOLUNTEER APPLICATION

*The following information will be kept confidential. Please print clearly.*

## PERSONAL DATA OF APPLICANT

Name \_\_\_\_\_ Birthday \_\_\_\_\_  
first                      middle                      last

Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

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

Your E-Mail \_\_\_\_\_

Grade Level and School you attend \_\_\_\_\_

Please specify the parish and city in which you/your family are registered members

Mother's Name \_\_\_\_\_

Mother's Home Address (if different from yours) \_\_\_\_\_

Mother's Home Phone (if different from yours) \_\_\_\_\_ Cell \_\_\_\_\_

Father's Name \_\_\_\_\_

Father's Home address (if different from yours) \_\_\_\_\_

Father's Home Phone (if different from yours) \_\_\_\_\_ Cell \_\_\_\_\_

\*\*\*\*\*

Please indicate the city/name of the parishes/schools/programs with which you would like this application to be registered.

| City | Name of Parish/School/Program | For Office Use Only-Date Sent |
|------|-------------------------------|-------------------------------|
|      |                               |                               |
|      |                               |                               |
|      |                               |                               |

I give my son/daughter permission to participate in programs/activities/events sponsored by the Catholic Diocese of Green Bay or its local representatives. My son/daughter may complete the necessary paperwork required for participation.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

REFERENCES FOR (NAME) \_\_\_\_\_  
FIRST MIDDLE LAST

Please obtain the signatures of three non-family adults who will attest to your character and ability to work with children and/or peers

1. *Print Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

How long have you known this young person? \_\_\_\_\_

What is your relationship to this young person? \_\_\_\_\_

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

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

2. *Print Name:* \_\_\_\_\_ *Phone:* \_\_\_\_\_

How long have you known this young person? \_\_\_\_\_

What is your relationship to this young person? \_\_\_\_\_

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

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

3. How long have you known this young person? \_\_\_\_\_

What is your relationship to this young person? \_\_\_\_\_

I support this young person's decision to participate in church/school sponsored activities serving children and/or peers.

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

**Office Use Only**

**Part One:** Application has been reviewed by \_\_\_\_\_  
Supervisor/Coordinator Signature

The following items  
\_\_\_ application form \_\_\_ references \_\_\_ signed Youth Code of Conduct  
have been completed and submitted to the LoSEC \_\_\_\_\_  
Date

**Part Two:** Applicant completed all requirements and found to be eligible by  
\_\_\_\_\_  
LoSEC Signature on \_\_\_\_\_  
Date

Ministry Assignment \_\_\_\_\_  
Supervisor /Coordinator \_\_\_\_\_

# SOLICITUD DE VOLUNTARIO PARA JÓVENES DE EDAD SECUNDARIA (MENORES DE 18 AÑOS)

*La siguiente información se mantendrá confidencial. Por favor imprime claramente.*

### DATOS PERSONALES DEL SOLICITANTE

Nombre \_\_\_\_\_ Fecha de Nacimiento \_\_\_\_\_  
                  primero                  segundo                  apellido

Domicilio \_\_\_\_\_

Ciudad/Estado/Código Postal \_\_\_\_\_

Teléfono de Hogar \_\_\_\_\_ Teléfono Mobile \_\_\_\_\_

Tu Correo Electrónico \_\_\_\_\_

Nivel Académico y Nombre de la Escuela donde Asistes \_\_\_\_\_

Por favor especifique la parroquia y la ciudad en la que tu / tu familia son miembros registrados

Nombre de Tu Madre \_\_\_\_\_

Su Domicilio (si es diferente del tuyo) \_\_\_\_\_

Su Teléfono de Hogar (si es diferente del tuyo) \_\_\_\_\_ Mobile \_\_\_\_\_

Nombre de Tu Padre \_\_\_\_\_

Su Domicilio (si es diferente del tuyo) \_\_\_\_\_

Su Teléfono de Hogar (si es diferente del tuyo) \_\_\_\_\_ Mobile \_\_\_\_\_

\*\*\*\*\*

Indique la ciudad / nombre de las parroquias / escuelas / programas con los que deseas que se registre esta solicitud.

| Ciudad | Nombre de la Parroquia/Escuela/ el Programa | <b>Para Uso Exclusivo De La Oficina: Fecha De Envío</b> |
|--------|---|---|
|        |   |   |
|        |   |   |
|        |   |   |

Doy permiso a mi hijo / hija para participar en programas / actividades / eventos patrocinados por la Diócesis Católica de Green Bay o sus representantes locales. Mi hijo / hija puede completar la documentación necesaria para participar.

\_\_\_\_\_  
 Firma de uno o otro padre/guardián

\_\_\_\_\_  
 Fecha

**REFERENCIAS PARA (NOMBRE)** \_\_\_\_\_

PRIMERO

SEGUNDO

APELLIDO

Obtenga las firmas de tres adultos no familiares que darán fe de su carácter y habilidad para trabajar con niños y / o compañeros

1. *Imprime su Nombre:*

*Teléfono:*

¿Cuánto tiempo hace que conoce a este joven? \_\_\_\_\_

¿Cuál es tu relación con este joven? \_\_\_\_\_

Apoyo la decisión de este joven de participar en actividades patrocinadas por la iglesia / escuela al servicio de niños y / o compañeros

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

2. *Imprime su Nombre:*

*Teléfono:*

¿Cuánto tiempo hace que conoce a este joven? \_\_\_\_\_

¿Cuál es tu relación con este joven? \_\_\_\_\_

Apoyo la decisión de este joven de participar en actividades patrocinadas por la iglesia / escuela al servicio de niños y / o compañeros

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

3. *Imprime su Nombre:*

*Teléfono:*

¿Cuánto tiempo hace que conoce a este joven? \_\_\_\_\_

¿Cuál es tu relación con este joven? \_\_\_\_\_

Apoyo la decisión de este joven de participar en actividades patrocinadas por la iglesia / escuela al servicio de niños y / o compañeros

Firma: \_\_\_\_\_ Fecha: \_\_\_\_\_

**USO DE OFICINA SOLAMENTE**

**Primera parte: la solicitud ha sido revisada por** \_\_\_\_\_  
Firma del supervisor / coordinador

**Los siguientes elementos**

\_\_\_ formulario de solicitud \_\_\_ referencias \_\_\_ Código de conducta juvenil firmado

haber sido completado y enviado al LoSEC \_\_\_\_\_  
Fecha

**Parte dos: el solicitante completó todos los requisitos y se determinó que es elegible para**

Firma LoSEC

en

Fecha

Asignación de ministerio \_\_\_\_\_

Supervisor / Coordinador \_\_\_\_\_



# Youth Employee or Youth Volunteer Code of Conduct

Children and individuals at risk depend on the community at large to help keep them protected and safe. As a youth volunteer or employee, I have a role and responsibility in promoting a healthy and safe environment for children and individuals at risk as well as for my peers and the adults in our community. I pledge to witness in word and example my discipleship in Jesus and model a life consistent with the teachings of the Catholic Church, promoting through my own choices and behaviors a way to love God and neighbor as self.

**As a youth volunteer or youth employee, I will:**

Treat everyone with respect, loyalty, patience, courtesy, and dignity through my behavior, language, and dress.

Treat all property and materials with respect.

Maintain a positive attitude and spirit rather than one tainted by criticism, sarcasm, competition, or comparison, when working with children, individuals at risk, peers, and other adults.

Uphold all guidelines, rules, or requirements as set forth by the ministry supervisor and the program in which I am serving.

Avoid situations where I am alone with children, individuals at risk, other young people, or other adults.

Inform the ministry supervisor, principal, pastor, or pastoral leader if a child, individual at risk, peer, or other adult gives me a gift.

Refrain from giving expensive gifts to children, individuals at risk, my peers, or other adults without prior written approval from the parents or guardians and ministry supervisor, principal, pastor, or pastoral leader.

Report any suspected abuse to the ministry supervisor, principal, pastor or pastoral leader, or if necessary, the Office of Safe Environment (920) 272-8174 or toll-free 1-877-270-8174 or mail to P.O. Box 23825, Green Bay, WI 54305.

**When acting as a youth volunteer or youth employee, I will not:**

Possess any weapon, tobacco product, alcohol, any illegal drug or sexually explicit material.

Use profanity, humiliate, ridicule, threaten, or degrade any child, individual at risk, peer, or other adult.

Touch a child, individual at risk, peer, or other adult in a sexual or other inappropriate manner.

I understand that as a youth volunteer or youth employee serving children, individuals at risk, peers, or other adults, I agree to participate in all training as requested by my ministry supervisor, principal, pastor, or pastoral leader. I pledge to adhere to this Code of Conduct and I understand that any action inconsistent with this Code or failure to take action outlined in this Code of may result in my removal as a youth volunteer or employee.

\_\_\_\_\_  
Youth Volunteer/Youth Employee's Printed Name

\_\_\_\_\_  
Youth Volunteer/Youth Employee's Signature (date)

\_\_\_\_\_  
Parent of Youth Volunteer/Youth Employee Printed Name

\_\_\_\_\_  
Parent of Youth Volunteer/Youth Employee Signature (date)

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Approved by Bishop Zubik 6/10/2004  
Reviewed by Bishop Ricken 6/10/2009

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Maintain a positive attitude and spirit rather than one tainted by criticism, sarcasm, competition, or comparison, when working with children, individuals at risk, peers, and other adults.

Uphold all guidelines, rules, or requirements as set forth by the ministry supervisor and the program in which I am serving.

Avoid situations where I am alone with children, individuals at risk, other young people, or other adults.

Inform the ministry supervisor, principal, pastor, or pastoral leader if a child, individual at risk, peer, or other adult gives me a gift.

Refrain from giving expensive gifts to children, individuals at risk, my peers, or other adults without prior written approval from the parents or guardians and ministry supervisor, principal, pastor, or pastoral leader.

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