



Academy of the Holy Names

TO BE, RATHER THAN TO SEEM

Instructions to Complete a Background Check and Safe Environment Training

The following steps must be completed if you are planning on:

- **Volunteering only where you will have unsupervised access to our students or**
 - **Being a chaperone on a field or mission trip**
 - **Submit a Covered Volunteer Application Form (CVA) to the Business Office**
 - **Upon approval from the Business Office, complete a FDLE Level II Background Check through the Diocese of St. Petersburg**
 - **Complete a Safe Environment Training Program**
1. Complete the Covered Volunteer Application Form, below. Please return the completed form to Olga Bailin in the Business Office or at obailin@holynamestpa.org.
 2. Once the Covered Volunteer Application Form (**CVA**) has been accepted, you will be notified by email.
 3. We will send you the information on how to pre-register and schedule your background screening appointment. The fee for the screening is \$51.
 4. All volunteers will also be required to complete a Safe Environment Training online and submit their certificate. There is no fee for this. The Academy will send instructions to complete this course.
 5. The background check and safe environment training are good for five years.



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Covered Volunteer Application Form

School(s) Where you volunteer and the address: (If you volunteer at more than one location, list them all.)

Name: _____ Address: _____

Name: _____ Address: _____

Name: _____ Address: _____

Thank you for offering your time to volunteer in our school. The Academy of the Holy Names requires a Covered Volunteer Application Form to be submitted. A covered volunteer is an individual who will have the care, responsibility, and or supervision of a child or youth or unsupervised access to vulnerable adults. Because you will be volunteering and working with our young people, we also require some basic information about you, which assures the best possible program and safety for all. Please print your responses to the following questions and return this form to Human Resources.

Name: _____

Address: _____ City: _____ State: _____ Zip _____

Personal Email: _____ Other: _____

Place of Employment

Work Phone: _____

Work Email: _____

Are you a member of the Catholic church? Yes: _____ No: _____

Your parish/school/entity name:

Volunteer position(s) you are seeking: _____

Date: _____ Location: _____

Have you been directed to transport children, youth or vulnerable adults by your parish/school/or other Diocesan Organization?

Yes: _____ No: _____ Organization/Other: _____

Prior experience working with children: _____

Have you ever been arrested: Yes: _____ No: _____ If yes, what was the result of the arrest? (include adjudication withheld plea of nolo contendere or pre-trial diversion): _____

Have you ever been the subject of an investigation involving an allegation of sexual abuse? Yes: _____ No: _____

Have you ever been a defendant in a civil action for an intentional tort? (e.g. assault, battery, etc.) Yes: _____ No: _____
If yes, please explain, including nature of the intentional tort and date it was committed: _____

Has your employment ever been terminated for reasons related to allegations of physical abuse? If yes, please explain:

Authorization:

In conjunction with my request to serve as a volunteer for the above position, I understand that investigative inquiries on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to policies of the hiring entity and will consist of a criminal background check and /or driving record check using the services of the Diocese of St. Petersburg/Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future by the entity for which I am volunteering.

(Signature of Volunteer)

(Date)