Archdiocese of Toronto

STRENGTHENING THE CARING COMMUNITY

Volunteer Screening Program

Volunteer Application Form - Parish-based Ministry Positions

Adults 18+ in High Risk/Positions of Trust

Archdiocese of Toronto · Catholic Pastoral Centre · 1155 Yonge Street, Toronto, ON M4T 1W2
Phone: 416.934.3400, ext. 517 · E-mail: volunteerscreening@archtoronto.org

Volunteer Contact Information:

PLEASE COMPLETE AND RETURN THIS FORM TO THE PARISH OFFICE.

A representative from the parish screening committee or parish office will contact you to arrange an in-person interview at the parish (if applicable).

Date of Application: _____

Parish Name: _____

Applicant's Legal Name: _____

Familiar Name (if applicable): _____

Home Address: _____

Phone #: _____ ☐ HOME ☐ MOBILE

E-mail: _____

Emergency Contact Name: _____

Emergency Contact Phone #: _____

Relation to you: _____

Please indicate preferred dates/times that you are available:

☐ Saturday Time: _____ ☐ Tuesday Time: _____ ☐ Friday: _____

☐ Sunday Time: _____ ☐ Wednesday Time: _____

☐ Monday Time: _____ ☐ Thursday Time: _____

I certify that the information provided on this Volunteer Application Form is true and complete. I understand that this information will remain confidential and is property of the Parish. As well, I understand that my name and phone number will be given to the appropriate Ministry Coordinator/Leader so that he/she may contact me. If selected for a ministry position, I agree to keep confidential any information that I may come across regarding the affairs of this parish, its clergy, other volunteers, and parishioners, unless otherwise directed by law or by authorities from the Archdiocese of Toronto.

Applicant Signature: _____ **Date:** _____

Parish-based Volunteer Ministry Positions:

Under guiding legislation in Ontario concerning Best Practices for public safety and risk management, any person in a position of trust requires high-risk screening prior to volunteer participation.

Positions of Trust include:

- Those involving contact with vulnerable persons: children, youth, elderly persons or persons with disabilities
- Those where added responsibilities involve access to keys/security codes to the parish facilities, access to funds (handling money) or access to confidential information.

Prior to participation in ministry positions listed below, applicants are required to:

- Attend an in-person interview
- Provide 3 references in good standing
- Provide a CURRENT and CLEAR Police Information Check

Notes:

Police Information Checks from other organizations cannot be accepted, however if you have completed a check through the Archdiocese of Toronto within the last 3 months, please advise your Parish Volunteer Screening Committee and they will confirm with the Volunteer Screening Department.

An Annual Offence Declaration is required each year after the initial police information check and a new police information check is required every five years. Police Information Checks are provided at no cost through our provider.

✓ **CHECK ALL POSITIONS THAT YOU ARE INTERESTED IN BELOW.**

HIGH RISK MINISTRIES (A – N)

☐ Altar Server*
☐ Altar Server Coordinator
☐ Baptismal Preparation Coordinator*
☐ Baptismal Preparation Team Member*
☐ Bereavement Team Coordinator
☐ Bereavement Team Member
☐ Bible Study Coordinator*
☐ Building and Maintenance Committee Member*
☐ Catechesis of the Good Shepherd Catechist
☐ Catechesis of the Good Shepherd Coordinator
☐ Choir Director*
☐ Choir Member*
☐ Collection Counter
☐ Collection Counter Coordinator
☐ Core Team Member*
☐ Custodian-Maintenance Person
☐ Extraordinary Minister of Holy Communion Coordinator
☐ Extraordinary Minister of Holy Communion of the Sick to Homes-Institutions
☐ Key Holder
☐ Lay Pastoral Visitor
☐ Lay Pastoral Visitor's Coordinator

☐ Liturgical Environment Planner*
☐ Liturgical Hospitality - Greeters and Ushers*
☐ Liturgical Hospitality Coordinator*
☐ Liturgy of the Word with Children Coordinator
☐ Liturgy of the Word with Children Helper-Volunteer
☐ Liturgy of the Word with Children Leader
☐ Mothers Group Children's Care/Babysitting Services
☐ New Beginnings Peer Group Facilitator

HIGH RISK MINISTRIES (O – Z)

☐ Outreach Program Cook*
☐ Outreach Program Coordinator
☐ Outreach Program Friendly Visitor
☐ Outreach Program Meal Delivery
☐ Outreach Program Server*
☐ Parish Events Activities Coordinator/Leader
☐ Parish Events Activities Helper
☐ Parish Finance Council Member
☐ Parish Finance Council Vice-Chairperson
☐ Parish Fundraising Committee Coordinator
☐ Parish Fundraising Committee Member
☐ Parish Office Assistant Volunteer
☐ Prayer Group Coordinator
☐ Prayer Group Member
☐ Parish Social Ministries*
☐ Parish Volunteer Screening Committee Member
☐ Parish Volunteer Screening Coordinator
☐ RCIC Catechumenal Catechist
☐ RCIC Coordinator*
☐ Refugee Sponsorship Committee Member
☐ Religious Articles Purchaser
☐ Religious Articles Vendor
☐ Religious Education Assistant
☐ Religious Education Catechist
☐ Religious Education Coordinator
☐ Sacramental Preparation Coordinator
☐ Sacramental Preparation Team Member
☐ ShareLife Campaign Chairperson
☐ ShareLife Campaign Committee Member
☐ Social Committee Coordinator
☐ Social Committee Member
☐ Sport's League Coach
☐ Totus Tuus Camp Volunteer
☐ Totus Tuus Host Family
☐ Totus Tuus Parish Program Coordinator
☐ Volunteer Driver
☐ Youth Minister
☐ Youth Minister's Assistant
☐ Youth Ministers' Director
☐ Other

_____

_____

**These positions may be general risk if; minors under 18 or other vulnerable groups are NOT involved, there is direct supervision from the Pastor, or volunteers have supervised access to parish assets.*

EXEMPTION POLICY FOR LONG-STANDING VOLUNTEERS (*For Parish Use Only*)

☐ This individual has been exempted from completing Interview Procedures (Step 5), Reference Check Procedures (Step 6) and the Pre-Screening Questionnaire for the following reason(s) (Check all that apply):

- ☐ Has known the Pastor for 5 or more years.
- ☐ Has been involved in ministries at this parish in a continuous manner for 5 or more years with no incidents to date.

Pastor's Name: _____

Pastor's Signature: _____ **Date:** _____

References: PLEASE PROVIDE 3 REFERENCES BELOW.

A representative from the parish screening committee or parish office will contact your references via phone, email or letter before your police information check request is processed.

Members of Clergy, Parish Screening Committee, or Parish Office Representatives from this parish **may not** be listed as this is considered a conflict of interest. References may include friends, professionals, teachers, coaches, colleagues and up to one family member.

Reference #1:

Name: _____

Address: _____

Phone #: _____ ☐ HOME ☐ OFFICE ☐ MOBILE

E-mail: _____

Relation to you: _____

Reference #2:

Name: _____

Address: _____

Phone #: _____ ☐ HOME ☐ OFFICE ☐ MOBILE

E-mail: _____

Relation to you: _____

Reference #3:

Name: _____

Address: _____

Phone #: _____ ☐ HOME ☐ OFFICE ☐ MOBILE

E-mail: _____

Relation to you: _____

Pre-Screening Questionnaire: (For New Volunteers Only)

1. Why are you interested in volunteering in a ministry position?

   _____

   _____

2. What skills would you bring to a ministry position?

   _____

   _____

3. Please check all that apply to you:

   - ☐ Proficiency using a computer/laptop
   - ☐ Knowledge of database systems
   - ☐ Experience with money counting/accounting
   - ☐ Experience in security/alarm systems
   - ☐ Experience in office management/reception/administration/parish office environment
   - ☐ Experience in record keeping/file retention/privacy practices
   - ☐ Previous teaching experience/working in schools
   - ☐ Previous coaching experience/working with children and adolescents
   - ☐ Previous experience caring for elderly persons or persons with disabilities
   - ☐ Previous experience in event management/catering/cooking
   - ☐ Previous experience assisting refugees/applying for assistance/funding
   - ☐ Previous experience working in daycare centres
   - ☐ Previous experience working in homes/hospitals/long-term care facilities

4. Do you volunteer at any other parishes within the Archdiocese of Toronto?

   - ☐ Yes
   - ☐ No

   If you responded "yes", please indicate the parish location and position(s) below:

   Parish Name: _____

   City: _____

   Ministry Position(s): _____

   Ministry Position(s): _____

5. If you suspected that a vulnerable person (child, youth, elderly, or person with a disability) has been hurt or a victim of abuse, would you be comfortable notifying the appropriate authorities?

   - ☐ Yes
   - ☐ No

SERVICE ORDER AND IDENTITY VERIFICATION FORM

ENHANCED POLICE INFORMATION CHECK

For Archdiocese of Toronto Use Only

Sterling Backcheck

Instructions to Screening Representative: In consideration of the applicant's privacy, **Photocopies of ID** are **NO LONGER** required. Going forward, please **DO NOT** include any copies of ID in any submissions.

Option 1: Submit **consent form only** via fax toll free to: 1-866-323-3097; or to 1-866-786-5616 **OR** 1-604-323-3097.

Option 2: Submit **consent form only** via email to: orderscanada@sterlingcheck.com;
You may delete from the email sent folder history to ensure the applicant's privacy.

If submitting via e-mail, please note that the file limit per email attachment is 5MB. Any files exceeding this limit will not be received. **Submit only (PDF files).** Files submitted in either of the following format cannot be received and will not be processed (jpg. word docs, gif.)

To confirm if your request has been received, you may contact the Sterling Backcheck Orders team at 866-455-7289, or the Volunteer Screening Department at 416-934-3400 ext. 517. The Volunteer Screening Department receives a notification of requests received by Sterling Backcheck. You may shred the consent form as the request has been received.

Company Contact Information.

Company Representative: Please print clearly in capital letters.

Client	Location/Parish Phone	Current Date consent form faxed or emailed to Sterling:
Archdiocese of Toronto		
Location/Parish, City	**Hiring Manager/Pastor**	**Email Results to** **HR, Volunteer Screening**

Identity Verification and Witness

Applicant Full Name (as it appears on the ID) ▼

First Name	Middle Name	Last Name

Alternate Applicant Full Name (as it appears on the ID) ▼

First Name	Middle Name	Last Name

Applicant Date of Birth (yyyy/mm/dd) ▼ **Position Applied For** ▼

Email Address (optional) ▼

By signing below, I certify that the applicant's identity has been verified through physical inspection of two forms of ID, one of which is government-issued photo ID, and I am satisfied that the applicant's full name and date of birth on this form match the information on the ID. Furthermore, I certify that the consent form was signed by the applicant. The ID verification portion below is required by the Archdiocese of Toronto as proof of viewing ID in person. Pastors/Hiring Manager will receive an email confirmation notice from the Volunteer Screening Department at the Archdiocese of Toronto within 24-48 hours from the date the request has been processed by Sterling Backcheck. If the report requires follow-up, the applicant and the Pastor/Hiring Manager will be notified directly by the Archdiocese of Toronto. Should you have additional questions, contact 416-934-3400 ext. 517.

LIST 1: Check 1 form of PRIMARY PHOTO ID viewed in-person; Any 2 IDs from this list are also acceptable.

- ☐ Driver's Licence (Canadian or International)
- ☐ Passport (Canadian or International)
- ☐ Provincial ID Photo Card
- ☐ Permanent Resident Card
- ☐ Government Employment Card
- ☐ Military Employment Card
- ☐ Indian Status Card
- ☐ Nexus Card
- ☐ Age of Majority Card
- ☐ CNIB Card (Canadian National Institute for the Blind)
- ☐ Firearms Licence

Note: Identification **must me witnessed in person** at the parish office by a parish office representative. This form should not be sent to the applicant via email requesting photocopies of ID. This form must be submitted by the parish office representative via fax or e-mail (see fax/email above). IDs should not be photocopied or attached for the privacy of the applicant.

List 2: Check besides 1 of the Non-Photo ID (secondary ID)

- ☐ Birth Certificate
- ☐ Bank Cards (Debit/credit with the name punched in)
- ☐ Baptismal Certificate
- ☐ BC Security Licence
- ☐ Canadian Citizenship Card
- ☐ Canadian Work Permit/Visa
- ☐ Certificate of Canadian Citizenship
- ☐ Change of Name Certificate
- ☐ Citizenship/Immigration Status Document
- ☐ Conditional Release Cards/Corrections Documents
- ☐ Confirmation of Permanent Address
- ☐ Immigration Papers
- ☐ Hospital Card
- ☐ Student or School ID Card
- ☐ SIN Confirmation
- ☐ Ontario Health Card Extension Transaction Record
- ☐ Canadian Blood Donor Card
- ☐ Firearms Acquisition Certification
- ☐ Outdoor Card
- ☐ Hunting Licence
- ☐ Fishing Licence
- ☐ Interim Driver's Licence
- ☐ Marriage Certificate/Licence
- ☐ Membership Card
- ☐ Notarized Affidavit of Identity (oath-administered)
- ☐ Ontario Liquor Licence (BYID)
- ☐ Professional Licences/Trade Certificates (*e.g.*, registered nurse document, certificate of qualification/trade certificate, journeyman certificate, etc.)

  Note: Certificates of completion are NOT acceptable

- ☐ Security Screening Certificate
- ☐ Record of Landing
- ☐ RCMP Card
- ☐ Temporary Identification Card

Company Representative Signature	Print Company Representative Name	Company Representative Title
X		Parish Screening Representative

This document is confidential. Any unauthorized use or reproduction is prohibited. If it is received in error, please call 1-866-455-7293 immediately.

PRIVACY NOTICE, DATA COLLECTION & CONSENT FORM

ENHANCED POLICE INFORMATION CHECK

For Archdiocese of Toronto Use Only

Sterling Backcheck

Privacy Notice

Applicant: Please read before providing your personal information.

To evaluate your suitability for employment or another business relationship, Archdiocese of Toronto ("the Company") will ask Sterling Backcheck Canada Corp. and its parent, affiliates and subsidiaries ("Sterling", "we" or "us") to complete an Enhanced Police Information Check (EPIC). This is two-part search, conducted by a Canadian police service on our behalf. The first part is a search of the Royal Canadian Mounted Police (RCMP) National Repository of Criminal Records. The second part is a search of local police information across Canada. The searches are conducted using the Identification, Investigative and Intelligence Data Banks of the Canadian Police Information Centre (CPIC), the Police Information Portal (PIP) and other local and provincial police databases using your name(s), date of birth and declared criminal record. The result will indicate three things: first, whether a criminal record exists that may match your personal information; second, whether your declared criminal record is a complete and accurate match to the record on file; and third, whether information exists in local police databases that may match your personal information. In some cases, the search may be inconclusive. We will not receive details of your criminal record or local police information other than those you provide. Only the submission of your fingerprints to the RCMP can result in the release of a Certified Criminal Record and resolve inconclusive or disputed criminal record results. Only a Police Information Check (or similar) through the local police where you live can result in the release of local police information. **Use:** Our data entry, order fulfillment, quality assurance, client service, finance and compliance teams may use your personal information to complete the EPIC and communicate with you or the Company. These teams include our employees in Canada, the Philippines and India. Wherever your information is transferred, it will be handled in accordance with our privacy and security policies and Canadian laws, but it may also be subject to foreign laws. **Disclosure:** We will disclose your personal information to the Company and the Canadian police service that completes the EPIC. **Storage and retention:** We will store your personal information on servers located in Canada and the United States. We will keep your personal information for as long as we need it to complete the Services, deliver and maintain Reports for the Company and fulfill our legal and contractual obligations, after which it will be destroyed. **Your rights:** You have a right to access your personal information, dispute its accuracy or completeness, be told its sources and to whom it has been disclosed, and modify or withdraw your consent for its collection, use and disclosure. You have a right to ask questions or complain about how we handle your personal information. To do any of these things, contact one of our Privacy Analysts at privacy@sterlingcheck.com, 1-866-455-5671 or 200-19433 96 Ave, Surrey BC V4N 4C4. For more information about our privacy and security policies, go to www.sterlingbackcheck.ca/pven/. To understand why the EPIC is being requested, what will be done with personal information disclosed to the Company, or the consequences of not providing your personal information, please speak to your contact with the Company.

Applicant Personal Information

Applicant: Please print clearly in capital letters.

First Name ▼	**Middle Name** ▼	**Last Name** ▼
First Name Aliases (nickname, former name, etc.) ▼	**Middle Name Aliases** ▼	**Surname Aliases** (maiden name, former name, etc.) ▼

Place of Birth (city, province, country) ▼	**Sex** ▼ ☐ **Female** ☐ **Male** ☐ **Other**
Position Applied for with Archdiocese of Toronto ▼	**Date of Birth** (yyyy/mm/dd) ▼
Current Address (unit number, street number, street, city, province/state, country) ▼	**Email Address (optional)** ▼
Previous address(es) in the last five years (Use an additional page if necessary) ▼	**Telephone Number** ▼

Have you been convicted of a criminal offence for which a pardon or record suspension has not been granted? ☐ Yes ☐ No

What should you disclose? All criminal offences (offences under the *Criminal Code of Canada*, the *Controlled Drugs and Substances Act* or other federal laws that designate criminal offences) for which you have been convicted as an adult and have not received a pardon or record suspension. **What should you NOT disclose?** Offences for which you have not been convicted, such as pending or dismissed charges, acquittals or absolute or conditional discharges; convictions where you were considered a "young person" under the *Youth Criminal Justice Act* or its predecessors; provincial or municipal offences such as speeding or parking tickets; charges dealt with outside of Canada; and convictions for which you have received a pardon or record suspension.

Name of Offence (All offences must be disclosed. Use an additional page if necessary)	Date of Conviction (yyyy/mm)

Consent for Collection, Use and Disclosure of Personal Information

Applicant: Please read and sign.

By signing, I acknowledge that I have read the privacy notice and consent to the collection, use and disclosure of my personal information as described in it, effective immediately and continuing for a period of one (1) year. I certify that personal information provided to Sterling and the Company is complete and accurate to the best of my knowledge, and I understand that providing inaccurate, incomplete or misleading information may disqualify me from consideration by the Company.

Applicant Signature X	**Date** (yyyy/mm/dd)

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