

CHURCH OF THE NATIVITY

SERVING THE SPRING HILL AND THOMPSON'S STATION CATHOLIC COMMUNITY

PARISH CENTER:
2001 CAMPBELL STATION PARKWAY, SUITE C-7
SPRING HILL, TN 37174
WWW.SPRINGHILLCATHOLICCHURCH.COM

RECTORY:
2922 STEWART CAMPBELL POINTE
THOMPSON'S STATION, TN 37179
T: 615.614.1209

January 14, 2009

Dear Volunteer:

In an increasingly complicated society of which we are a part, it has become necessary to meet certain requirements for paid employees and volunteers of for-profit and not-for-profit entities such as our parish. One of those requirements is that each paid employee and volunteer completes a profile form which includes personal and business references and also completes a release form prior to involvement or continued involvement with the parish.

Attached for your review and consideration are the following documents: DIOCESE OF NASHVILLE PROFILE FORM; AUTHORIZATION TO OBTAIN INFORMATION AND RELEASE FORM; and ACKNOWLEDGEMENT FORM that we ask you to complete. You will need to complete each of these forms even if you have already done so for another parish or institution of the Diocese. These forms provide us the necessary information to ensure that the best interests of our children are maintained. Many of you are parents and can certainly appreciate our need to protect our children to the best of our ability. Completion of these forms is but one measure in that process.

Before you can participate in any parish activities involving minors, you will need to do the following:

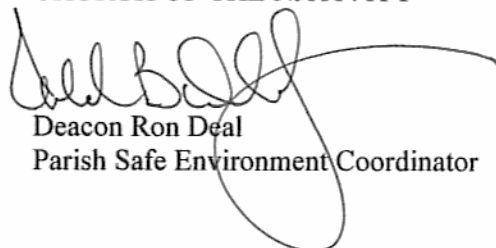
1. Complete the enclosed forms;
2. Read the policies and view the education presentation "Protecting Our Youth & Maintaining a Safe Environment – The Duty to Report Child Abuse & Neglect" (all of these materials may be found at <http://www.dioceseofnashville.com/safe2.htm>);
3. Return all of the forms to me as soon as possible either at the Parish Center or the Rectory; and
4. Receive notification from me that the background screening has cleared you for volunteering.

Only those individuals who have completed these forms may participate in any parish activities involving minors. This information will also help us to best utilize the many talents and abilities of our volunteers and employees.

We sincerely appreciate all of your efforts made on behalf of our children. If you have any questions, please feel free to contact me at 615.419.9391.

Very truly yours,

CHURCH OF THE NATIVITY



Deacon Ron Deal
Parish Safe Environment Coordinator

**DIOCESE OF NASHVILLE
PROFILE FORM**

GENERAL INSTRUCTIONS:

Please complete requested information. If additional space is needed to complete questions, you may use a separate sheet.

SECTION 1 – PERSONAL DATA

Last Name	First Name	Middle Name	Maiden Name	Social Security Number
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Home Address: No., Street, City, State, Zip	Date of Birth	Gender	Home Phone Number
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Work Address: Co. Name, No., Street, City, State, Zip	Work Phone Number
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Driver's License Number	State Issued	Year, Make, and Model of Vehicle
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Name of Auto Insurance Covering Vehicle	Policy Number
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*****NOTE: DRIVER'S INSURANCE IS PRIMARY IN CASE OF ACCIDENT*****

Have you ever been charged, accused, or convicted of child abuse, child neglect, or child sexual abuse?

Yes _____ No _____

Other than the above, is there any fact or circumstance involving your background that will call into question your being entrusted with the supervision, guidance, instruction, and/or care of young people?

Yes _____ No _____

If the answer to either of the above questions is "yes," please explain, providing details below.

Has an entity of the Diocese of Nashville ever conducted a criminal background check on you?

Yes _____ No _____

If yes, what location? _____ When? _____

SECTION 2 – PREVIOUS EXPERIENCE

Please list your experience working with youth in other organizations.

Organization	Address	Position Held	Contact Person and Phone Number
Organization	Address	Position Held	Contact Person and Phone Number
Organization	Address	Position Held	Contact Person and Phone Number

SECTION 3 – ADDITIONAL INFORMATION

1. Is there a particular ministry, grade level, or religious subject that you feel qualified to teach or perform? If so, please describe below.

2. If you would like to minister or assist in any specific program at the school or parish, please indicate below. Include why you would like to minister in this area and any prior experience you may have.

SECTION 4 – REFERENCES

Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

I affirm that the information provided on this form (and the accompanying resume, if any) is true and complete to the best of my knowledge. I also understand that any falsified information or significant omissions may disqualify me from consideration in any ministry and may be considered justification for dismissal if discovered at a later date.

Date _____ Signature _____

**DIOCESE OF NASHVILLE
AUTHORIZATION TO OBTAIN INFORMATION
AND RELEASE**

I, _____ do hereby authorize representatives of
(Print FULL name here)

_____ and the Diocese of Nashville to contact any previous employers and/or references, to conduct criminal history checks, social security verifications and driving history searches, and to release all investigative records for examination for the purpose of verifying the accuracy of information contained on an application to work for or volunteer on behalf of _____.

I understand that I am entitled to a complete and accurate copy of any background report of which I am the subject upon my request to the Diocese.

I hereby authorize my former employers to release the requested information and to comment on my work record. I agree to hold my former employers and the Diocese of Nashville, its agents, subsidiaries, and representatives harmless concerning any liability with respect to any information that may be provided in response to these inquiries.

I hereby release _____, the Diocese of Nashville, its agents, subsidiaries, representatives, and any and all persons and entities from any and all liability with respect to information provided or in response to these inquiries. I understand that this Authorization/Release form shall remain in effect for the duration of my affiliation with the Diocese of Nashville and may be updated.

Applicant's Signature

Applicant's Address

Date

DIOCESE OF NASHVILLE

ACKNOWLEDGEMENT FORM

I have read the policies of the Diocese of Nashville entitled *Code of Conduct, Response to Allegations of Sexual Abuse of a Minor* and *Response to Allegations of Abuse of a Professional Relationship*. I understand it is my responsibility to be both familiar and compliant with the contents of these policies. Further, I understand that any action on my part inconsistent with these policies may result in my removal from any ministry in the Diocese of Nashville or any of its subsidiaries including loss of employment. I acknowledge that I have completed a Profile Form and an Authorization Form for a criminal background screening through Kroll Background America. Finally, I affirm the importance of being trained about ways to make and maintain a safe environment for children and also affirm that I either have already viewed or will soon view the diocesan education presentation entitled *Protecting Our Youth & Maintaining a Safe Environment – The Duty To Report Child Abuse & Neglect*.

Printed Full Name

Signature

Date