

# CHURCH MINISTRY ADULT VOLUNTEER APPLICATION FORM

## Section 1 - General Information

Name Church Organisation/Parish: \_\_\_\_\_

Full Name of Applicant \_\_\_\_\_ Confirm aged over 18 years (Please tick ✓) ☐

Address: \_\_\_\_\_

\_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Ministry you wish to be involved in (Please tick ✓)

Sacristan ☐

Eucharistic Minister ☐

Reader ☐

Choir ☐

Youth Ministry including responsibility for altar servers ☐

Sacramental Preparation ☐

Other Volunteer (Please specify) \_\_\_\_\_

Details of Two Referees who know you for at least 5 years and are not related to you and whom we can contact to confirm your suitability:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Section 2 – Disclosure** (To be completed only by persons whose contact with children and/or adults is who may be vulnerable is more than incidental)

Have you ever been the subject of disciplinary procedures and/or a complaint that was upheld or been asked to leave employment or voluntary activity due to a complaint/concern of inappropriate behaviour towards a child or adult who may be vulnerable?

Please tick ✓ either Yes ☐ or No ☐

Outline Details: \_\_\_\_\_

\_\_\_\_\_

Please kindly note that volunteers whose contact with children and/or vulnerable adults is more than incidental will be subject to Garda vetting.

## Section 3 - Privacy Notice and Data Protection Consent

The information on this form will be used to assess your application to volunteer with the Church organisation/parish mentioned above and to keep a record of your name, contact and other details in the parish or Diocesan database (as applicable) for administrative and safeguarding reasons. We will use the contact details to communicate with you in relation to the role(s) you volunteer for and to invite you to training. While some information will be deleted after you finish volunteering, we will need to keep some of the information on the form for a longer period for safeguarding reasons. Your information will be processed in accordance with Articles 6 (1) (a) (c) (d) (e) (f) and Article 9 (2) (a) (c) (d) (f) (g) of the General Data Protection Regulation, 2016. We will not pass on your information to unauthorised third parties.

**Please tick the box if you consent to us using your contact details as outlined above**

☐

We would like your consent to use your contact details in other ways. Please tick the box opposite each item if you consent to that item. Please note, you are not obliged to consent to any of the matters below and can withdraw your consent at any stage.

I consent to the parish sharing my contact details with other volunteers in the parish, particularly where I am part of a team e.g. Eucharistic ministry team.

☐

I consent to the parish publishing my name and, on occasion, my phone number in the parish newsletter or on the website.

☐

I acknowledge that on certain occasions, e.g. the celebration of Sacraments, Christmas etc., (i) the parish would like to publish photographs or videos from our celebrations in the parish newsletter, on the website and/or social media platforms; that (ii) some of these photographs or videos may contain my image; (iii) that my name may also be published; and (iv) the parish may retain some photographs/videos indefinitely for archiving purposes. I consent to the publication/retention of my photograph/video/name in this way.

☐

I consent to my image and/or voice being live streamed from the church and broadcast on the parish website and/or social media pages.

☐

I consent to a recording of my image/voice being available on the parish website or social media pages for a period of time as part of the recording of a parish ceremony.

☐

I consent to the parish contacting me in relation to other activities that might be of interest to me which may not be directly linked to my role e.g. Pilgrimages, Faith Formation, fundraising, special liturgies, etc.

☐

#### **Section 4 – Commitment & Declaration**

I acknowledge that as a volunteer I may obtain confidential and/or personal information regarding individuals, and I agree to observe the strictest standards of confidentiality regarding this information and disclose it only in accordance with law or diocesan safeguarding policies. I agree that my obligations of confidentiality continue even after I cease to be a volunteer.

I authorise the verification of the information provided on this form, to the parish contacting my references and to the appropriate and necessary sharing of this information for that purpose.

I commit to abide by the Safeguarding Policies and Procedures of the Diocese of Limerick and the associated codes of behaviour.

To the best of my knowledge and belief the replies given to the questions on this form are true and I have disclosed all information which I consider relevant. Where my volunteering work with children and adults who may be vulnerable is more than incidental, I hereby declare that there is no reason rendering me unsuitable to work with children or adults who may be vulnerable.

**Signed:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_