

**Screening in Faith**

*Choose the name you prefer for this form*

**TIME AND TALENT RECORD OR APPLICATION FORM**  
**[address of parish/organization]**

Please return the completed application form to \_\_\_\_\_ by: \_\_\_\_\_

**Name:** \_\_\_\_\_  
*first initial last*

**Address:** \_\_\_\_\_  
*number street Apt No., Unit No., P.O Box*  
\_\_\_\_\_  
*City/Town Postal Code:*

**Phone, Fax, Email:**

Home #: \_\_\_\_\_ (H) Fax: \_\_\_\_\_ (H) Email: \_\_\_\_\_

Work #: \_\_\_\_\_ (W) Fax: \_\_\_\_\_ (W) Email: \_\_\_\_\_

Best time to call?  a.m.  p.m. Cell #: \_\_\_\_\_

**This position is a:** *(Check the applicable box)*  Staff Position  Volunteer position

**Ministry Position for which you wish to apply:**

\_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Length of the appointment:** \_\_\_\_\_

**List any ministries in which you would like to serve.** *(The parish/ organization may list all the ministries for which people may volunteer and the candidate will check off all that are of interest.)*

- \_\_\_\_\_  \_\_\_\_\_
- \_\_\_\_\_  \_\_\_\_\_

**Why do you want to serve in these ministries? How do you hope to benefit?**

\_\_\_\_\_  
\_\_\_\_\_

**Describe your Christian faith and experience.**

\_\_\_\_\_  
\_\_\_\_\_

List the qualifications and skills that you bring to these ministries.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Relevant Volunteer Experience:**

<i>Organization outside the church</i>	<i>Position/Major Responsibility</i>	<i>Dates of service (yy/mm)</i>	
			<i>From: To:</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Church Experience:**

<i>Position</i>	<i>Major Responsibility</i>	<i>Dates of service (yy/mm)</i>	
			<i>From: To:</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Employment/Training Background:**

<i>Employer</i>	<i>Position/Major Responsibility</i>	<i>Dates of service (yy/mm)</i>	
			<i>From: To:</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Please read carefully. A check in each box indicates agreement.**

- I understand that ministry is a privilege, not a right, and that my desire to serve must, at all times, be affirmed by the church/organization through its screening process
- I understand that an appointment to a high-risk ministry position requires that I provide three references and acquire a Police Background Records Check as part of the screening process.
- I understand that in accepting a ministry position, I am committing myself to act in compliance with the beliefs, values, policies and processes of this church/organization.
- I have received a copy of the ministry description and guidelines for the position and understand the responsibilities associated with it. I am aware of the policies that affect this ministry.
- I understand that training and accountability are key support for my position. Therefore, I will attend training, as required by the position, and meet regularly with the leader responsible for the ministry to which I am being appointed.
- I know that the parish will maintain a file on persons filling medium and high-risk positions in compliance with the *Screening in Faith Policy*. This information is private and will be kept in a secure location. Upon request, I shall be given access to that information and be able to challenge the accuracy and completeness of the information and have it amended as appropriate.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

*Please place this completed document in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form*

Reference Check Permission Form

Required for High Risk Ministries Only

I [please print name], give [parish/ organization] permission to contact the references listed below to discuss my suitability as a [ministry position title].

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

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

List three persons who have knowledge of your qualifications. Your references should be people you know through different relationships and/or situations. For example: a family member, a friend and an employer (paid or volunteer position). Ideally the three references that you provide should come from each of these categories. Please ensure that one of the two non-family references has known you for at least 5 years.

If you have moved from another parish within the last 12 months, please provide one reference from your previous parish.

Reference One

Name: \_\_\_\_\_
first initial last

Address: \_\_\_\_\_
number street Apt No., Unit No., P.O Box
City/Town Postal Code:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Best time to call? o a.m. o p.m. Cell #: \_\_\_\_\_

Relationship to the candidate: \_\_\_\_\_ Length of relationship: \_\_\_\_\_

Reference Two

Name: \_\_\_\_\_
first initial last

Address: \_\_\_\_\_
number street Apt No., Unit No., P.O Box
City/Town Postal Code:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Best time to call? o a.m. o p.m. Cell #: \_\_\_\_\_

Relationship to the candidate: \_\_\_\_\_ Length of relationship: \_\_\_\_\_

Reference Three

Name: \_\_\_\_\_
first initial last

Address: \_\_\_\_\_
number street Apt No., Unit No., P.O Box
City/Town Postal Code:

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Best time to call? o a.m. o p.m. Cell #: \_\_\_\_\_

Relationship to the candidate: \_\_\_\_\_ Length of relationship: \_\_\_\_\_