



# The Society of St. Vincent de Paul

13 Vieux Carre Dr. P.O. Box 3415 East St. Louis, IL 62203  
 Phone: 618.394.0126 FAX: 618-394.0820

## Application for Volunteers

Last Name	First	Middle	Social Security No. (last 4 digits only)	Date
Present Street Address	City	State	Zip	Daytime Phone
				Evening Phone
I am a U. S. Citizen or an alien authorized to work in the U.S. <input type="checkbox"/> Yes <input type="checkbox"/> No				Cell Phone No.
				E-Mail Address
Have you volunteered in the past for St. Vincent de Paul Society? <input type="checkbox"/> Yes <input type="checkbox"/> No				Are you 18 years of age or older?
If yes, give details: _____				<input type="checkbox"/> Yes <input type="checkbox"/> No

I am available  mornings,  afternoons,  evenings

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

I am interested in volunteer opportunities:  Full-Time  Part-Time

Please List educational, employment, or volunteer background that would benefit your volunteer service

School/Company/Organization Name	Month & Year) From	To
Duties		
School/Company/Organization Name	Month & Year) From	To
Duties		
School/Company/Organization Name	Month & Year) From	To
Duties		

Position(s) of Interest: Be as specific as possible

Office Opportunities \_\_\_\_\_

Store and/or Kitchen Opportunities \_\_\_\_\_

Soup Bus Opportunities \_\_\_\_\_

Other \_\_\_\_\_

I have knowledge of the following computer software  Microsoft Word  Excel  Access

### REFERENCES :

Name: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

# IMPORTANT

PLEASE READ THE POLICY STATEMENT FOR THE SOCIETY OF ST. VINCENT DE PAUL. A COPY OF THIS POLICY STATEMENT SHOULD BE KEPT WITH YOUR PERSONAL RECORDS.

You must complete questions I, II, III & IV *only if* the position(s) for which you are applying will involve substantial contact with children or other vulnerable individuals, i.e. elderly, mentally or emotionally disabled, etc.

I. Has a civil or a criminal complaint ever been filed against you that alleged *sexual misconduct or child abuse/elder abuse* by you or your participation in or facilitation of such activities (including internal complaints given to management or supervisors at places of employment)?  Yes  No

If yes, explain. Please provide the date, nature, and place of the incident leading to the complaint; where the complaint was filed; disposition of the complaint; and identify by name and title the person(s) who investigated the complaint.

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II. Do you presently serve, or have you ever served, as an employee or volunteer for any organization, entity or group in which you had substantial contact with children or other vulnerable populations (e.g. elderly, mentally or emotionally disabled, etc.)?  Yes  No

If yes, please provide the name, address, and phone number of the organization, period of volunteer service, supervisor's name; and briefly describe your activities and/or duties.

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III. Have you ever chosen not to renew or continue any employment or volunteer service, had your employment or volunteer service terminated, or been subject to any disciplinary action, for reasons relating to allegations of sexual misconduct or child abuse/elder abuse by you?  Yes  No

If yes, please explain. Please include in your explanation the date, nature, and place of the occurrence(s) or allegations(s) and the disposition of the matter(s). Also, identify your employer and supervisor at the time by name, address and telephone number.

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IV. Have you ever been convicted of a crime (felony or misdemeanor) other than a minor traffic violation?  Yes  No

If yes, please explain. Please include in your explanation the date and place of any conviction, and the crime for which you were convicted.

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## **POLICY STATEMENT OF THE SOCIETY OF ST. VINCENT DE PAUL**

Volunteers of The Society of St. Vincent de Paul shall not engage in sexual conduct that is unlawful or harmful and contrary to the moral instructions, doctrines and canon law of the Catholic Church. Such conduct is contrary to Christian principles and is outside the scope of the duties and/or employment of all personnel or volunteers of the Society of St. Vincent de Paul.

Volunteers must comply with all relevant state and federal laws, including:

- the Illinois Abused and Neglected Child Reporting Act.
- the laws prohibiting sexual harassment in the work place. Sexual harassment includes but is not limited to slurs, jokes, sexual advances, requests for sexual favors and all verbal, graphic or physical conduct of a sexual nature.

Any volunteer of the Society of St. Vincent de Paul who suspects an incident of any sexual misconduct by any employee and/or volunteer must immediately report such incident to the President of the Society of St. Vincent de Paul. Do not assume that the Society of St. Vincent de Paul is aware of any sexual misconduct. It is your responsibility to report incidents of which you know. The matter will be investigated and where appropriate, action will be taken.

## **CODE OF CONDUCT POLICY**

As personnel, I certify and voluntarily agree to abide by the following Code of Conduct

- I will exhibit the highest Christian ethical standards and personal integrity.
- I will conduct myself in a manner that is consistent with the discipline and teachings of the Catholic Church.
- I will provide a professional work environment that is free from physical, psychological, written or verbal intimidation or harassment.
- I will avoid taking unfair advantage of any counseling relationship.
- I will not physically, sexually or emotionally abuse or neglect a child or adult.
- I will report any suspected abuse or neglect of a child to the Child Abuse Hotline 1-800-252-2873 and to the victim assistance coordinator.
- I will accept personal responsibility to protect children and any vulnerable adult from all forms of abuse.