



Referral for Youth, 13 to 17 Years of Age

In order to protect our community's children, youth and vulnerable adults, we require that all employees, as well as every volunteer who has either regular or unsupervised interactions with minors or vulnerable adults submit to a background check. **Youth under 18 years of age** who are employees, as well as youth who volunteer in positions where they will be interacting with minors, other youth or vulnerable adults **must provide two written references from a non-parent/guardian**. At least one of the references should be written by a school leader. Upon turning 18 years of age, youth are required to have a background check, submitting forms within two weeks of their birthdate. There will be no exceptions to this policy.

(Two evaluation forms must be completed and submitted to the Parish/School Office prior to employment or volunteering.)

Youth Employee/Volunteer:

Name (please print) _____ Birth Date _____

Is this a paid position or are you volunteering? Paid Position _____; Volunteer Position _____

Duties/Activities outlined in Position Description:

1. To provide a safe, nurturing, and fun environment for children to learn about Jesus and the Catholic Church.
2. Be a model of how you want the children to behave, as well as prompt, reliable, and friendly.
3. Respectful and willing and able to work well with others.

Parent's Name _____ Parent's Phone _____

Address _____

Why do you wish to work/volunteer in these ministries?

Reference from Non-Parent/Guardian:

Name (please print) _____

How long have you known this young person? _____ In what capacity? _____

Young Person's Name: _____ (Written Reference Continued)

In completing this form, please consider the duties and activities this young person will be required to do, as outlined on Page 1.

Provide pertinent information regarding the character and reputation of the young person:

Address their ability to take direction, work with those in authority, and work in group settings with others including younger children, their peers or vulnerable adults.

Does this young person model good behavior? Are they honest? Are they able to remain focused and productive?

Are you aware of any incidences of unsafe behaviors, misconduct or disciplinary actions concerning this young person?

Please include any other information that you think would be pertinent to suitability for the position.

Signature _____ Date _____