

VIRTUS REGISTRATION INSTRUCTIONS

Protecting God's Children for Adults is a workshop on child abuse. This workshop focuses on the harm of child sexual abuse, the warning signs of child sexual abuse, what each person must do to prevent it, and the policies of the Archdiocese of Galveston-Houston for reporting it.

Participation in this program is a **requirement** for all employees of the Archdiocese of Galveston-Houston and all volunteers who have regular contact with children and youth including substitute teachers, coaches and tutors.

All school personnel and volunteers are to be trained prior to interaction with students on campus. Workshop sessions are 3 hours in length.

Personnel and volunteers are required to register at VIRTUS on-line website, www.virtus.org

You may register by completing the following steps

1. Go to www.virtus.org and click the VIRTUS on-line link.
2. Click "Begin Registration."
3. Select "Galveston/Houston Diocese."
4. Provide a user name and a password you can easily remember. This is needed if you are selected for continued training. You also need this to print your attendance confirmation for the office
5. Complete required fields including name and phone.
6. Select the John Paul II to volunteer.
7. Click the button in front of the class for which you wish to register.
8. Click on the "Submit Registration" button. You will get a confirmation message on screen indicating that your registration was successful.



Fax Order Form & Applicant Release

In connection with your application for employment, understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, driving record, education, current and prior employer verification, workers compensation claims and others. These reports will include experience along with reasons for termination of past employment. Further, understand that information from various Federal, State, local and other agencies which contain your past activities will be requested.

By signing below, you hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information. You further authorize ongoing procurement of the above mentioned reports at any time during your employment. You have the right to make a request of First Advantage, upon proper identification and the payment of any authorized fees, for the information in its files on you at the time of your request.

App Sig. _____ Date _____

Name: [Grid] LAST FIRST MIDDLE

Position: [Grid]

Maiden Name or A/K/A [Grid]

SSN # [Grid] - [Grid] - [Grid] Sex [] Race [] DOB [] / [] / []

Driver's Lic #: [Grid] Issuing State: [] []

Addresses: Past five (5) years

Current Address: _____
City: _____ State: _____ Zip: _____
County: _____
Dates Resided: From: _____ To: _____

Previous Address: _____
City: _____ State: _____ Zip: _____
County: _____
Dates Resided: From: _____ To: _____

Previous Address: _____
City: _____ State: _____ Zip: _____
County: _____
Dates Resided: From: _____ To: _____

For California applicants only, if you would like to receive a copy of your credit report, if one is obtained, please check this box. For Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box.

Archdiocese of Galveston-Houston Volunteer's Code of Conduct

As a community of faith we are committed to safeguard our children and youth, the most important gifts God has entrusted to us. The following rules and regulations reflect that commitment and are a condition of volunteer ministry _____,

(Name of Parish, School or Facility)

(City)

As a volunteer, I will:

- Safeguard children and youth entrusted to my care at all times.
- Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration.
- Avoid situations where I am alone with a child or youth at church/school activities.
- Use positive reinforcement rather than criticism, competition, or comparison when working with children or youth.
- Refuse to accept expensive gifts from children or youth or their parents without prior written approval from the pastor or administrator.
- Refrain from giving inappropriate, personal gifts to children or youth.
- Report suspected abuse or neglect to *Child Protective Services* (800.252.5400) or local police department. I understand that failure to report suspected child abuse is a violation of Texas law.
- Cooperate fully in any investigation of abuse or neglect of children and/or youth.

As a volunteer, I will not:

- Espouse any view contrary to the teachings of the Catholic Church during my volunteer ministry.
- Smoke or use tobacco products on parish property and/or in the presence of children or youth.
- Use, possess, or be under the influence of alcohol or illegal drugs at any time while volunteering.
- Spank, shake, or slap children, youth or any person.
- Humiliate, ridicule, threaten or degrade children, youth or any person.
- Strike or touch a child, youth or any person in a sexual or other inappropriate manner.
- Engage in any conduct that frightens or humiliates children, youth or any person.
- Commit an illegal or immoral act in the presence of children and/or youth.
- Use profanity in the presence of children and/or youth.
- Sexually harass any person, e.g., requests for sexual favors, sexually explicit statements, etc.

As a volunteer, I promise to strictly follow the rules and guidelines in this Code of Conduct. I understand that as a volunteer working with children and/or youth, I am subject to a thorough background check including criminal history. I agree to notify the Archdiocesan VIRTUS Coordinator within 30 days if I have been charged with, convicted of, granted deferred adjudication or plead nolo contendere to any felony or any misdemeanor involving moral turpitude. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer.

Volunteer's Printed Name

Name of Ministry/Activity in which I volunteer

Volunteer's Signature

Date