



**Catholic
Charities**
Dallas



The process for 18+, ongoing volunteers

Clearance Step 1) Complete the online screening form and Safe Environment training through the Diocese of Dallas

Clearance Step 2) Create a VolunteerHub profile:
ccdallas.volunteerhub.com

Clearance Step 3) Complete a phone interview with a CCD employee of the site you're interested volunteering in



Clearance Step 1: Go to the Safe Environment page on the Catholic Diocese of Dallas website & click “Screening Form” on the left.

Direct link: cathal.org/a-safe-environment

A screenshot of the Catholic Diocese of Dallas website. The browser address bar shows "cathdal.org/a-safe-environment". The header features the diocese's crest and name, social media icons, and a search bar. A navigation menu includes "Safe Environment" (circled in red), "Human Resources", "Texas Catholic", "Planned Giving", "Financial Reports", and "Español". Below this is another menu with "Know Your Faith", "Outreach", "Sacraments", "Parishes", "Schools", "Offices", and "About". The main content area has language options (English, Español, Tiếng Việt Nam) and a "Safe Environment" section with a list of links: "Screening Form (English)", "Formulario de Evaluación (Español)", "Screening Form (Korean)", and "Program / Programa". The "Screening Form (English)" link is circled in red. To the right, a large heading reads "A Safe Environment / Ambiente Seguro" in red, followed by a paragraph about Bishop Edward Burns and a button labeled "VIEW LETTER & LIST OF PRIESTS".



This is what you will see. Scroll down to begin filling out the form.



[Home page](#) :: [How to make a Report](#) :: [Contact Us](#) :: [Important Links](#) :: [Register for Classes](#)
[My Obligations](#) :: [Catechist Y/M](#) :: [Administration](#)

::Screening Form

Welcome to the Online Screening Form. The data will only be sent to the Safety Officer of your parish, school or other location. All information entered on this form is kept private and secure.

This form is to be completed for all applicants for any position (volunteer or compensated). This is not an employment application. Persons seeking employment will be required to provide additional information. This process is used to help the church provide a safe and secure environment for children, youth and adults who participate in our program and use our facilities.

Volunteer means any unpaid person engaged in or involved in a Diocesan activity, and who is entrusted with the care and supervision of children and/or persons engaged or involved in ministry who have regular individual contact with the elderly or disabled. When you submit this form, it will be sent to the appropriate person.

In connection with your application and for other employment purposes, the Diocese of Dallas may seek background information about you from a consumer reporting agency. This information will be in the form of consumer reports and/or investigative consumer reports.

These reports may be obtained at any time after the Diocese of Dallas receives authorization from you, including any time during the period of your employment if the Diocese of Dallas hires you.

Consumer reports include any written, oral or other communication of information by a consumer reporting agency bearing on your credit standing, character, general reputation and other characteristics that is expected to be used for employment purposes. Consumer reports may include criminal records, and driving records, among other resources.

Accutrak, or another consumer reporting agency, will obtain the reports for the Diocese of Dallas.

You have the right to request information from the Diocese of Dallas about the nature and scope of any investigative consumer report on you that is requested by the Diocese of Dallas. The request must be made in writing and within a reasonable period of time after you have received this disclosure.

* required fields.



Section 1: Fill out your personal info.

A unique email address distinct from anyone else in the system is **required** in order to complete this form.

Personal Info	
Title	<input type="text"/>
First Name *	<input type="text" value="Celeste"/>
Last Name *	<input type="text" value="Garcia"/>
Suffix	<input type="text"/>
E-mail *	<input type="text"/>
Place of Birth (City, State)	<input type="text" value="Dallas, TX"/>
Date of Birth *	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/>
Gender	<input type="text" value="Female"/>
Emergency Contact	<input type="text"/>
Emergency Number	<input type="text"/>



Section 2: Provide your address information.

Address Info

Your current primary address is required. Please enter any additional addresses where you have lived in the past five years. To add an additional address, click the plus sign.

Street Address

City

State

Zip



Section 3: Provide a phone number. At least one is **required**.

Phone Info

At least one phone number is required.

Home Phone

Work Phone

Cell Phone



Section 4: Ministry info will be **left blank**

Ministry Info

What type of ministry work do you prefer? One or more items can be selected or deselected from the following list by holding down the Ctrl key and clicking the left mouse key.

- American Heritage Girls
- ARK - Setons Ark
- BoyS - Boy Scouts
- CC - Corpus Christi
- CM - Childrens Ministry
- CONTRACT - Labor
- CubScouts
- DayC - Day Care
- EM - Extraordinary Minister
- FF - Faith formation

Section 5:
Location – Catholic Charities-Dallas;
Position – Volunteer;
Title – leave blank

Location Info

Please enter locations/positions where you currently or are applying to volunteer/work. Click the plus sign to add additional locations/parishes.

Location *

Catholic Charities-Dallas

Position *

Volunteer

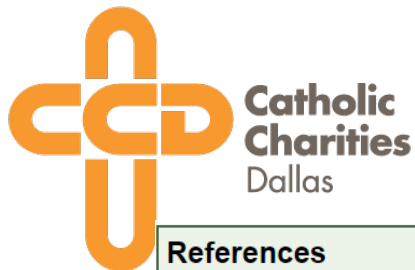
Title



Are you a registered member of any location? Select the location below, and time the date since you have been registered:

I am not a registered member of any location

Active since /



Section 6: Provide the information for your 3 references. For CCD, the reference e-mail is required.

References

List three personal references you have known three years or more who are not former employers or members of your immediate family. Email is not required but highly recommended.

Reference 1

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Street Address *	<input type="text"/>	City *	<input type="text"/>
		State *	<input type="text" value="Texas"/>
ZIP *	<input type="text"/>		
Daytime Phone Number	<input type="text"/>	E-mail (Highly Recommended)	<input type="text"/>

Reference 2

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Street Address *	<input type="text"/>	City *	<input type="text"/>
		State *	<input type="text" value="Texas"/>
ZIP *	<input type="text"/>		
Daytime Phone Number	<input type="text"/>	E-mail (Highly Recommended)	<input type="text"/>

Reference 3

First Name *	<input type="text"/>	Last Name *	<input type="text"/>
Street Address *	<input type="text"/>	City *	<input type="text"/>
		State *	<input type="text" value="Texas"/>
ZIP *	<input type="text"/>		
Daytime Phone Number	<input type="text"/>	E-mail (Highly Recommended)	<input type="text"/>



Section 7: Answer the following questions regarding your background info and provide any additional information in the space provided.

Background Info

Because the Diocese of Dallas cares for our children, youth and adults and desires to protect them, we ask you to please answer the following questions. We understand the following questions are personal and we will take all reasonable precautions to protect your privacy.

Are you presently abusing alcohol or using any illegal drugs?

Yes No

Have you ever been convicted of, pleaded guilty or no contest to, placed on probation for, given probation, given community supervision, or given deferred adjudication for a crime or are you now under charges for any criminal offense?

Yes No

Answering yes to these questions will not automatically exclude you for volunteering. The following lines are for any explanations or details that you would like to include for yes answers above.



Section 8: Initiate your background check. You can provide your Driver's License # **OR** SSN.

If you have an extenuating circumstance and you have neither to provide, please contact volunteer@ccdallas.org or 469-801-8170 to proceed.

Volunteer/Applicant Release Statement

Read Carefully!

- The information contained in this application is true and correct to the best of my knowledge.
- I understand that all criminal background checks will be treated as confidential, and any questions or information about the results may be obtained ONLY by my contacting the diocesan approved vendor.
- I understand and authorize the access to any and all information and records relating to my criminal history or criminal offenses committed or alleged, arrests, alleged criminal acts and criminal offenses committed.
- I understand and authorize any references, or any other person or organization, whether or not identified in this application, to give any information (including opinions) regarding my character and fitness for service.
- I hereby release any reference contact, whether identified or not in this application, and waive any and all claims, liability for damages of whatever kind or nature which may at any time result to me, my heirs/family, on account of compliance with this authorization, excepting only the communication of knowingly false information.
- I am aware that background checks may be updated periodically.
- If a disqualifying offense is found on a criminal background check, there is an appeal process in the Safe Environment Program. I understand that this process allows me to verify information and correct any errors.
- I intend this to be a legally binding release, which I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original.

Social Security Number (Last 4 digits only) *

Driver License Number

Driver License State



Section 9: Read the **Policy Acknowledgment** and **Social Media Policy Acknowledgement** & check off the boxes

Policy Acknowledgement

[Read Safe Environment Program](#)
[Read Sexual Misconduct Policy](#)

By checking this I agree that: I HAVE READ BOTH SAFE ENVIRONMENT PROGRAM AND SEXUAL MISCONDUCT POLICY.

Social Media Policy Acknowledgement

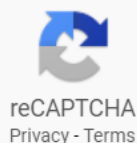
[Read Social Media Policy](#)

By checking this I agree that: I HAVE READ THE SOCIAL MEDIA POLICY.

Section 10: Submit the clearance form

By checking this I agree that: I HAVE CAREFULLY READ THIS RELEASE AND KNOW THE CONTENTS. I AGREE TO THIS RELEASE AS MY OWN FREE ACT.
Date: 09/30/2019

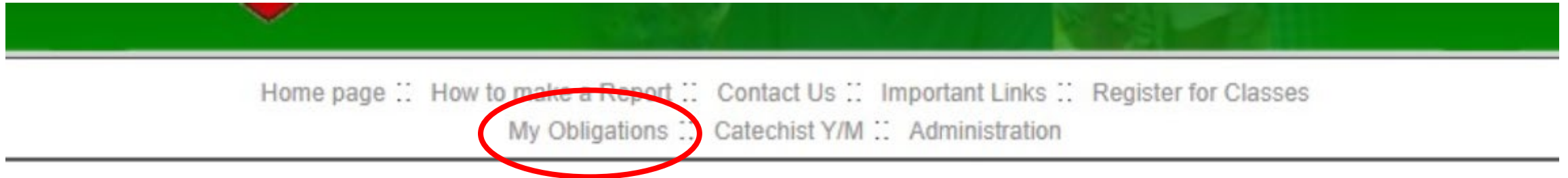
I'm not a robot





Complete the Safe Environment training once your screening form has been submitted.

Click on “My Obligations” at the top of the page



A login page will show up. Type in your information then click “search”

A screenshot of a login form. At the top, there is a navigation menu with the same items as the previous screenshot, and a link for 'Español'. Below the menu is a light green box with the text 'Enter your name and address and click search to continue'. The form contains three input fields: 'First Name', 'Last Name', and 'Street Address'. The 'Street Address' field has a sub-label 'Do not include City, State or Zip'. A 'Search' button is located at the bottom left of the form. The labels 'First Name', 'Last Name', and 'Search' are circled in red.



This is the next screen you will see. Verify your information and make sure “Catholic Charities” is listed as the location and “Volunteer” is the position.

Once your information has been verified, click “Update Information and Continue”

::Welcome Test Tester

Please take a moment to verify your information.
If a location or position is incorrect, select the correct position/location from the drop down menus.
If you no longer work or volunteer at a particular location; please contact your safety director to remove or deactivate you from that location.
You may select up to five locations, only one is required.

Contact Info

First Name	Test *
Middle Name	
Last Name	Tester *
Phone	
Email	volunteer@ccdallas.org
Confirm Email	volunteer@ccdallas.org

Address Info

Street	1421 W, Mockingbird Ln. *
City	Dallas *
State	Texas *
Zip	75247 *

Other Info

Preferred Language / Lengua preferida
 English Spanish

Locations where you are employed or volunteer

Please take a moment to verify your information.
If a location or position is incorrect, select the correct position/location from the drop down menus.
If you no longer work or volunteer at a particular location; please contact your safety director to remove or deactivate you from that location.
You may select up to five locations, only one is required.

Location 1 *
Catholic Charities * Volunteer * Title
Location 2
Choose Location * Choose Position * Title
Location 3
Choose Location * Choose Position * Title
Location 4
Choose Location * Choose Position * Title
Location 5
Choose Location * Choose Position * Title

Update Information and Continue

You can choose to watch any of the training videos from the list provided.

::Welcome Test Tester

[Update Information](#) | [Logout](#) | [View All Scheduled Classes](#) | [View Current Requirements](#) | [Print Verification](#)

Classes available to take online

Class

[Battling Substance Abuse for Every Person \(Online Video\)](#)

[Bullying Prevention \(Online Video\)](#)

[Programa para Prevenir la Intimidacion \(Online Video\)](#)

[Recognizing Responding and Reporting Abuse \(Online Video\)](#)

[Reconociendo, Respondiendo y Reportando \(Online Video\)](#)

[Safeguarding Our Seniors Video \(Online Video\)](#)

[Slavery Out of The Shadows \(Online Video\)](#)

[Smarter Adults - Safer Children \(Online Video\)](#)

[The Little Voice \(Online Video\)](#)

[The Unconscious Truth \(Online Video\)](#)

Click on a class title to view the available times. Clicking on an online course will log you into the course immediately.

****Online courses can take up to one week to report as completed. If you have completed an online course over one week ago and it does not show in the "Classes you have taken section" please contact your safety director. If you have just completed an online course, please check back in one week to verify that you have received credit.**



You will see this screen before beginning the Safe Environment video training.

Please make note of the requirements to receive credit for completing the program.

Home page :: How to make a Report :: Contact Us :: Important Links :: Register for Classes
My Obligations :: Catechist Y/M :: Administration

Thank you for participating in this Safe Environment Program refresher course for the Diocese of Dallas. This online session consists of several short segments; each segment is followed by a few questions about the material.

Please note the following:

- You must complete the entire course in one session to earn credit.
- **You must watch each video to the very end to receive credit!** This triggers our system to automatically process your previous activity. **If you stop the video during the closing titles, you will not receive credit!**
- You may pause the presentation by clicking the pause button in the lower left-hand corner.
- This session should only be viewed by adults 18 years and older. Due to the content of the videos; minors should not be present while the video is viewed.
- **The use of Internet Explorer, Firefox, Chrome or Safari is recommended. Other browsers may have unpredictable results.**
- **Slower bandwidth or unstable Internet connections may cause problems with the video.**
- Credit for class completion will immediately be reflected in our system.

Please pray for the end of child abuse. Thank you for your commitment of making our faith environments safe environments.

By initiating this online session you are agreeing that you are the same person whose name is registered in the database and whose account was used to login.

[Proceed to the Presentation](#)



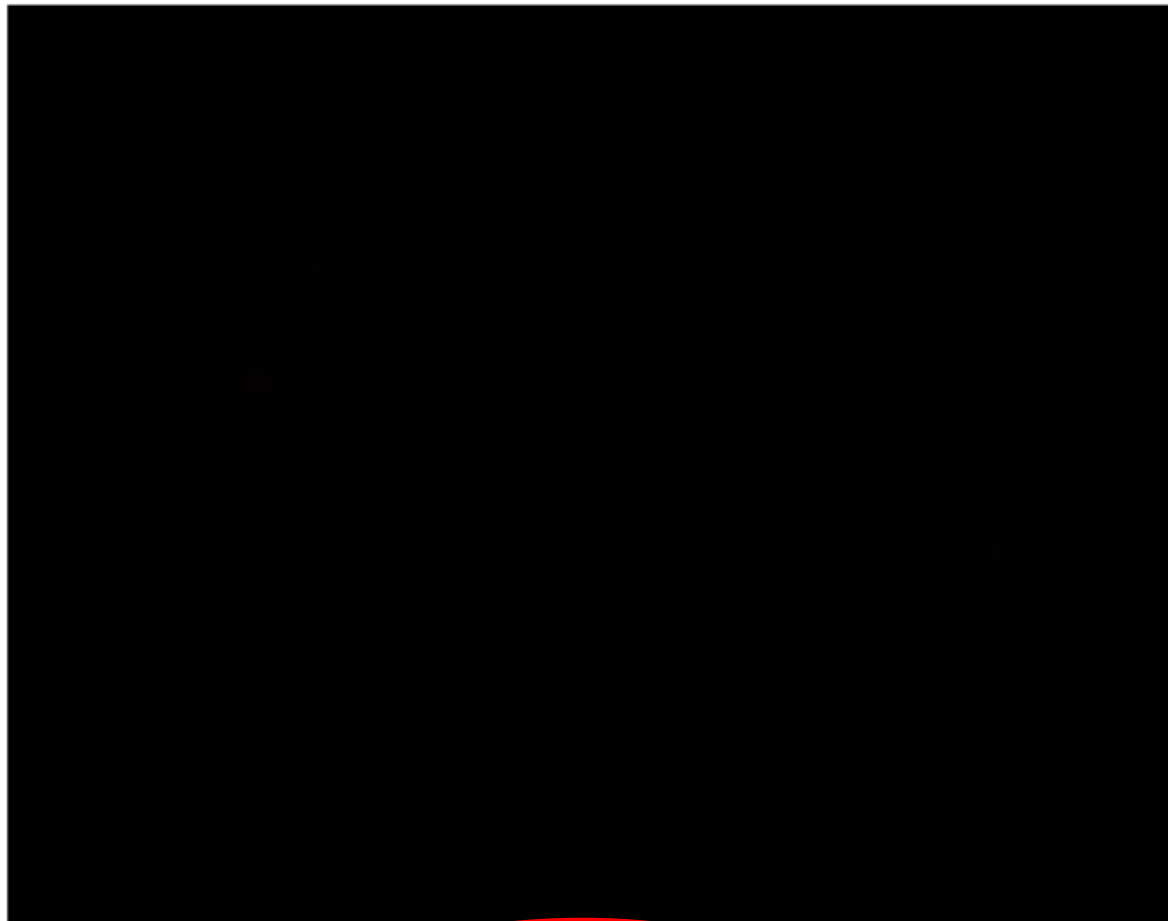
Begin the video and answer the questions that follow each segment.

This is the final step for the screening process.

[Trouble with the video?](#)

Reminder: You must let each video play *to the very end* for our system to process and you to receive credit!

Bullying Prevention Segment 1

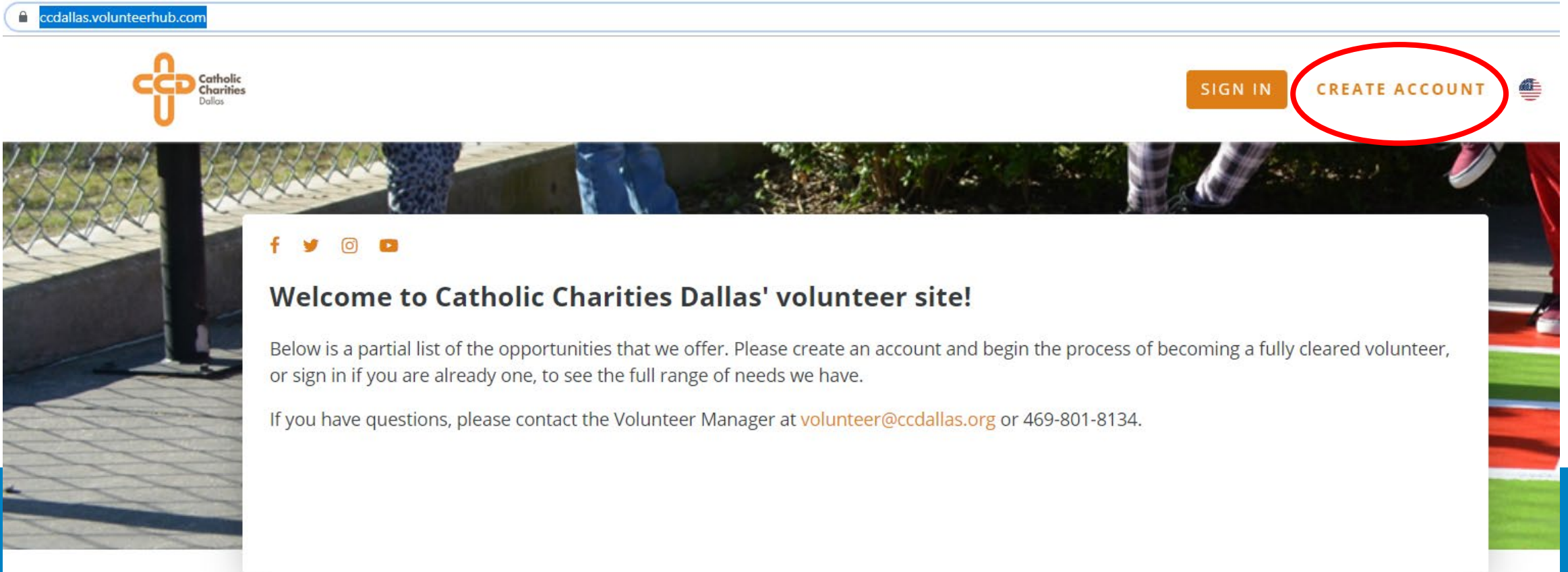


Play Pause



Clearance Step 2: Create your VolunteerHub profile. This is where you will let us know your volunteer area of interest, your skills, and your availability.

Direct link: <https://ccdallas.volunteerhub.com/>





Clearance Step 3: Phone Interview

Once your screening form and Safe Environment video training have been completed, and your VolunteerHub profile created, you will be put into a list to be phone interviewed by a CCD employee of the site you're interested volunteering in.

This interview is the final step in the clearance process. You will be able to view the full range of volunteer opportunities through your VolunteerHub profile once your clearance form, Safe Environment training, and interview have been reviewed and approved by the CCD Volunteer Office.



If you have any questions or require any assistance, please contact
Celeste Garcia, Volunteer Coordinator,
at volunteer@ccdallas.org or 469-801-8170