

## New Employee/Volunteer Information Sheet

**New Employee or Volunteer please complete this section. PRINT CLEARLY**

(Please use legal name.)

First Name \_\_\_\_\_ Last Name(s) \_\_\_\_\_

Birth Month \_\_\_\_\_ Birth Day \_\_\_\_\_

Email Address \_\_\_\_\_

Do you have a social security number or ITIN (Individual Tax ID Number)? \_\_\_\_ Yes \_\_\_\_ No

**Program Director please complete the following section:**

\_\_\_\_ Employee: \_\_\_\_ Full-time \_\_\_\_ Part-time

\_\_\_\_ Volunteer: \_\_\_\_ Full-time \_\_\_\_ Part-time

**Primary Position:** \_\_\_\_ Teachers (Must be a professional teacher in a Catholic school)

\_\_\_\_ Works directly with minors

\_\_\_\_ Works with elderly or vulnerable adults

\_\_\_\_ Does not work directly with minors

**Primary Program:**

*Select the one that most closely fits the position being filled by volunteer or employee.*

\_\_\_\_ Administration

\_\_\_\_ Ministry to Deaf

\_\_\_\_ Retired

\_\_\_\_ Afterschool

\_\_\_\_ Ministry to Disabled

\_\_\_\_ School

\_\_\_\_ Camp, Day

\_\_\_\_ Money counter

\_\_\_\_ Scouting

\_\_\_\_ Child care

\_\_\_\_ Music ministry

\_\_\_\_ Seminarian

\_\_\_\_ Children liturgy

\_\_\_\_ Outreach/Soc Serv

\_\_\_\_ Spanish

\_\_\_\_ Church

\_\_\_\_ Parent volunteer

\_\_\_\_ Sports, youth

\_\_\_\_ Deacon

\_\_\_\_ Preschool

\_\_\_\_ Substitute

\_\_\_\_ Development

\_\_\_\_ Program staff

\_\_\_\_ Transportation

\_\_\_\_ Facilities

\_\_\_\_ Programs, adult

\_\_\_\_ Tutor

\_\_\_\_ Housekeeping

\_\_\_\_ Programs, family

\_\_\_\_ VBS

\_\_\_\_ Interns/Temps

\_\_\_\_ Programs, youth

\_\_\_\_ Vietnamese

\_\_\_\_ Liturgical minister

\_\_\_\_ Religious education

\_\_\_\_ Vocation

***Return this form to the Armatus Administrator for your parish/school.***

10/01/2018