



## DIOCESE OF HARRISBURG – OFFICE OF YOUTH PROTECTION

### ADULT UNPAID POSITION DISCLOSURE STATEMENT

**NOTE:** The Diocese of Harrisburg requires **all** adults in unpaid positions who **have “direct volunteer contact” with children** at any entity within the Diocese to provide background record checks. “Direct volunteer contact” is defined as the care, supervision, guidance or control of children **and** routine interaction with children, which includes regular and repeated contact integral to a person’s volunteer responsibilities. These checks will incorporate the requirements of the Child Protective Services Law (CPSL) 23 Pa. C.S. Section 6344 relating to volunteers having contact with children and the United States Conference of Catholic Bishops’ *Charter for the Protection of Children and Young People*. Unpaid service may **not** begin until the processing of criminal background checks has been completed and the results have been reviewed.

I swear/affirm that I am seeking an unpaid position permitting me to work with children within the Diocese of Harrisburg. I certify (under penalty of law) that I am aware that State clearances provided free of charge for an unpaid position may **not** be used for employment purposes. As a condition of ongoing unpaid service I am aware that I will be required to renew my criminal background record checks every **five (5)** years.

I am aware that I must provide the following clearances prior to commencement:

- Pennsylvania State Police Criminal Record Check
- Pennsylvania Child Abuse History Clearance.

I am aware that any prior act of child abuse will permanently disqualify me from volunteer (unpaid) status. I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse as defined by the Pennsylvania Child Protective Services Law.

All individuals seeking an unpaid position must certify Pennsylvania residency. Please select one of the following:

- I have been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have only maintained a home mailing address in Pennsylvania during said period.
- I have **not** been a resident of Pennsylvania during the entirety of the previous ten-year period, as I have maintained a home mailing address(es) outside of Pennsylvania during said period and understand I am therefore required to also obtain a Federal Bureau of Investigation Fingerprint-based Criminal Background Check.

The following unpaid positions must also obtain a Federal Bureau of Investigation Fingerprint-based Criminal Background Check regardless of residency status. Please select **one** of the following, **if applicable**:

- Deacon     Seminarian     Aspirant / Candidate for Ordination     Catholic Charities

I am aware that past conviction of certain crimes and offenses also permanently disqualifies me from volunteer (unpaid) status. I swear/affirm that I have not been convicted of one or more of the following crimes reportable under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state, territory, commonwealth or foreign nation:

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 2910 (relating to luring a child into a motor vehicle or structure)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3124.2 (relating to institutional sexual assault )
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 3129 (relating to sexual intercourse with animal)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 5902(b) (felony offense relating to prostitution and related offenses)
- Section 5903(c)or(d) (relating to obscene and other sexual materials and performances)
- Section 6301(a)(1) (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children)
- Section 6318 (relating to unlawful contact with minors)
- Section 6319 (relating to solicitation of minors to traffic drugs)
- Section 6320 (relating to sexual exploitation of children)
- A felony offense under the Act of April 14, 1972(P.L.233.No.64) known as the Controlled Substance Drug Device and Cosmetic Act



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I swear/affirm that I have not been involved in the attempt, solicitation or conspiracy to commit any of the offenses set forth above. I understand that I will be dismissed if I am named as a perpetrator of a founded report of child abuse or convicted of any of the crimes listed above subsequent to providing the required clearances.

I am aware that I am also prohibited from prospective volunteer (unpaid) status if I have been convicted of ANY felony of the first, second or third degree not listed above for a period of ten (10) years after the expiration of the sentence. Further, conviction of ANY first degree misdemeanor will prohibit volunteer (unpaid) service for five (5) years after the completion of the sentence.

I swear/affirm that I will disclose before beginning any volunteer (unpaid) position if I have ever been convicted of driving under the influence of alcohol or a controlled substance, and acknowledge that this may affect my eligibility for volunteer (unpaid) service. I am aware that a second offense of driving under the influence of alcohol or a controlled substance, graded as a first degree misdemeanor, will result in a three (3) year prohibition on service from the date of the completion of the sentence for the most recent offense. However, I understand that the Diocese retains the right to refuse permission to serve in an unpaid position for any reason that, in its judgment, renders the applicant unsuitable to serve in that capacity.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the Pastor, Principal, Administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that the person responsible for the approval of unpaid service must demand a volunteer produce new background clearances if he/she has a reasonable belief that I have been arrested for or convicted of a crime that would require disqualification from unpaid service that involves contact with children or I have been named the subject of an indicated or founded report of child abuse. The cost of new clearances shall be borne by the entity or program, activity or service for which I serve.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of an unpaid position.

I understand that I must complete the state mandated reporter training for recognizing and reporting child abuse through the University of Pittsburgh’s Child Welfare Resource Center (PA CWRC).

I understand that the person responsible for unpaid service decisions and the Youth Protection Office of the Diocese of Harrisburg are required to maintain copies of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903(b) of the Crimes Code.

Signature: \_\_\_\_\_ Witness: \_\_\_\_\_  
**Please sign this form in the presence of a witness.**

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

Last Name: \_\_\_\_\_ Maiden Name (if applicable): \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_

Any Previous Name(s) or Alias(es): \_\_\_\_\_

Primary Location at which Serving \_\_\_\_\_