



# Volunteer/New Employee Information Sheet

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

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

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

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

Do you have a social security number? \_\_\_\_\_ Yes \_\_\_\_\_ No

**Armatus Administrator - please complete the following section:**

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

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

**Primary Position:** \_\_\_\_\_ Will not work 4 or more times  
\_\_\_\_\_ Works 4 or more times a year  
\_\_\_\_\_ Teachers (Must be a professional teacher in a Catholic school)

**Primary Program:**

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

- |                           |                            |                      |
|---------------------------|----------------------------|----------------------|
| _____ Administration      | _____ Ministry to Disabled | _____ Seminarian     |
| _____ Afterschool         | _____ Money counter        | _____ Spanish        |
| _____ Camp, Day           | _____ Music ministry       | _____ Sports, youth  |
| _____ Child care          | _____ Parent volunteer     | _____ Substitute     |
| _____ Children liturgy    | _____ Preschool            | _____ Transportation |
| _____ Church              | _____ Program staff        | _____ Tutor          |
| _____ Deacon              | _____ Programs, adult      | _____ VBS            |
| _____ Development         | _____ Programs, family     | _____ Vietnamese     |
| _____ Facilities          | _____ Programs, youth      | _____ Vocation       |
| _____ Housekeeping        | _____ Religious education  |                      |
| _____ Interns/Temps       | _____ Retired              |                      |
| _____ Liturgical minister | _____ School               |                      |
| _____ Ministry to Deaf    | _____ Scouting             |                      |

***Please return this form to the Armatus Administrator for SJA School, Miss Leslie.***