

St. Michael the Archangel

Volunteer Registration Directions

Instructions to get started:

1. Click on this link or copy it onto your web browser:
<https://diocesetucson.org/employment-opportunities>
2. Scroll down to: **PARISH VOLUNTEER OPPORTUNITIES**
3. Then scroll down to: 'St. Michael the Archangel Parish-San Tan Valley, AZ'
4. Click on: **Volunteer**
 - a. Click on: **Apply for this Position**
5. Under heading: **Volunteer**

St Michael the Archangel Parish - Florence, AZ

 - a. Fill in all the red * and highlighted areas
6. Under heading: **General Information**
 - a. Fill in only the red * and highlighted areas (no other information is required)
7. Under heading: **Volunteer and Employment History**
 - a. Fill in only the red * and highlighted areas (if Retired, type in Retired or N/A)
8. Under heading: **Current of Most Recent Volunteer Service**
 - a. Volunteer Organization's Name: St. Michael the Archangel STV
 - b. Volunteer Organization's Phone: 520-723-6570
 - c. Volunteer Organization's Address: 26035 N Apollo Dr.
Florence, AZ 85132
 - d. Supervisor: type in Ministry Leader Name
 - e. Reason for leaving: N/A
 - f. Volunteered From: enter the month and year you started
 - g. Volunteered To: enter todays date, month and year
9. Under heading: **Professional References** (3 references if currently employed, otherwise N/A)
 - a. Fill in only the red * and highlighted areas (if Retired, type in Retired or N/A)

10. Under heading: **Personal References** (3 references – use parishioners if possible)

- a. Name:
- b. Phone:
- c. Title: N/A
- d. Address: put in references email address please
- e. *For example:* Reajean Porter
520-723-6570
DRE
ccd@stmichaels77.org

11. Next Section that needs to be done is: **IMPORTANT** — THIS SECTION MUST BE COMPLETED

- a. Check yes or no
- b. If yes – explain if no – N/A

12. Applicant's Statement

- a. Check if you read and agree to the statement
- b. Your signature: use the mouse from your computer to sign as best you can

13. Privacy Policy Acknowledgement

- a. Check if you read and agree to the statement

14. Click the **blue "SUBMIT" button**

15. YAHOO!!! You have completed this part of the Volunteer Registration.

Please continue on to the next attachment to complete the Safe Environment Training portion of this process. It will take about 1 ½-2hrs to complete. If you prefer, call the office 520-723-6570 or email Reajean ccd@stmichaels77.org to set up a time to come to the office and complete this next section.

Thank you for your valuable service to our parish.

If you have any questions please contact.

Elisa Victoria

Compliance Officer

520-723-6570

secretary@stmichaels77.org