

**Covering Letter to Accompany Adult Application Form for
New Parish Volunteers SG00-ACH**

(Template to be modified accordingly)

Parochial House
Parish Townland
Postal Town
County XX

Dear (Parish Volunteer).

Thank you for your interest in volunteering within the parish.

As part of the Diocese Policy and Procedures for Safeguarding Children, it is a requirement that all new volunteers complete the attached

**Adult Volunteer Application Form SG01-ACH, and
Declaration Form SG02-ACH.**

Once completed the application form should be returned to the Parish Office or Parochial House.

The Parish Recruitment and Selection Committee (PRSC), on behalf of the parish will then meet with you to discuss the role and make verbal contact with two referees named on your form.

Following the receipt of satisfactory references, and selection you will be provided with other necessary forms as follows, which you should complete and return to the parish office:

- 1. Garda Vetting Form**
- 2. You will also be required to submit a valid Photo ID in the form of a Valid Passport, or Valid Driving Licence or Valid Photo ID Card (EU Only).**

We are very aware of the confidential nature of the information shared and wish to assure you that it will be treated in the utmost confidence and handled strictly in accordance with the Diocesan Safeguarding Children Record Keeping Policy.

Thank you for your co-operation and interest in volunteering for the parish.

Yours sincerely,
