

(eAppsDB) Instructions for Adult Volunteer Applicants

Before going on line to complete the application, be sure to have the following information handy:

- Your residences over the last seven years including street, city, state, zip code
- Social Security Number
- Driver's License number and renewal date

Logging in: Log on to the Diocese website at www.gbdioc.org



1. Click on this banner found on the right hand side of the page; this will take you to the eAppsDB Online Application



2. Click on this button to begin Online Application.

Registering: As a new Volunteer Applicant (see Note below) you will not yet have a User ID or password; **click on the underlined 'click here to register' to begin the process.** You will receive the 'New User Registration' screen.

****NOTE:** If you have already had a background check done last year through Mind Your Business, enter in your User ID and Password using the following format, **DO NOT** use the New User Registration area. Your USER ID is the first letter of your first name, followed by your last name, followed by the 4 digit year of your birth. Example John Smith born in 1963 would be JSMITH1963. Your PASSWORD is the first letter of your first name, followed by your last name, followed by the last 4 digits of your S.S. number. Example: Jane Doe with a SSN of 123-45-6789 would be JDOE6789.

NOTE: All fields on this screen require entry except middle name and email address but we would encourage you to include your email address for communication purposes. Your email address will not be sold.

- In the 'Primary Site' field, a drop down menu box lists all diocesan entities alphabetically by city. Select the Parish/School/RE Program/Agency at which you will do the majority of your volunteer service.
Note: St. Agnes Religious Education volunteers, please select St. Agnes as your primary site.
- The 'Access Code' field requires entry of a code provided by the Diocese of Green Bay. The access code is currently set as 'gbdioc04'. (Zero four)
- A choice for 'type of application' is required – **click on the box beside 'Volunteer'**.
- In the 'User ID' field, you should enter a User ID that you would like to use for access to your application. Please read the requirements for User ID at the bottom of the registration screen. Use letters and numbers only. The system is not case sensitive.
- In the 'Password' field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.

**** Write down your User ID and password in a safe place for future use! ****

You will need it later during this application process or if you wish to access your application at a later time.

- In the 'First Name', 'Middle Name', and 'Last Name' fields, enter your name as it appears on your driver's license.
- In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Your date of birth is required solely for the purpose of preventing duplicate applications in the system. This information is locked after completion of the background check screen and is not made available to the user or organization.

Once you have completed the requested information, **click the 'Register' button.** You will receive a message indicating registration has been successful.

Continuing your application: Click on the [‘click here’](#) to login and continue with your application.

At the **‘Login Page’** re-enter your User ID and password and click **‘Login’** to continue.

You will arrive at the **‘Application Overview For Volunteer’** screen as shown below:

APPLICATION OVERVIEW

The ‘Application Overview’ screen provides the following information:

- The status of your application.
- A list of application forms required by your organization to be completed.
- The option to view or submit your application.

A red ‘X’ located by each application form indicates that the form has not been completed.

- Main Application
- Diocese of Green Bay Questionnaire
- Residential History
- Employment History
- Educational History
- Volunteer History
- References
- Declarations
- Background Check
- Select Sites

MAIN APPLICATION

To get started, click on the **‘Main Application’** button

‘Main Application’ screen should feature your full legal name as previously entered.

- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If you have a hyphenated last name, enter it entirely in the last name field (Example: Smith-Johnson). The area for ‘second last name’ should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field)
- Address, city, state, zip
- Phone – home, work and cell (if you may be contacted at work)
- Email address – personal and work (if you may be contacted at work)

Click on the **‘SAVE’** button and you will return to the **Application Overview** screen

✓ *The Main Application header should now have a green check next to it indicating it has been completed.*

DIOCESE OF GREEN BAY QUESTIONNAIRE

Click on the **‘Diocese of Green Bay Questionnaire’** button

- Position Name **(Required)**

The remaining fields are optional - no entry is required.

Click on the **‘SAVE’** button and you will return to the **Application Overview** screen

✓ *The Diocese of Green Bay header should now have a green check next to it indicating it has been completed.*

RESIDENTIAL HISTORY

Click on the '*Residential History*' button

If you have resided at your current address for more than 7 years please click on the check box provided; then **click on the 'Return to Application Overview' button.**

If you have NOT resided at your current address for the past 7 years, **click on the 'Add Residential History' button** and you will receive a screen where you may enter information.

When finished, **click on the 'ADD' button.** You will return to the *Residential History* screen and provided an opportunity to see the data entered. An *Edit/Delete* tab is available to correct any errors.

When finished entering all residential history information, **click on the 'Return to Application Overview' button.**

✓ *The Residential History header should now have a green check next to it indicating it has been completed.*

EMPLOYMENT HISTORY

Click on the '*Employment History*' button

Detailed entry in this section is not required. Simply go in and click on the box provided stating that you choose NOT to complete this section. **Then click on the 'Return to Application' button.**

✓ *The Employment History header should now have a green check next to it indicating it has been completed.*

EDUCATIONAL HISTORY

Click on the '*Educational History*' button

Detailed entry in this section is not required. Simply go in and click on the box provided stating that you choose NOT to complete this section. **Then click on the 'Return to Application' button.**

✓ *The Educational History header should now have a green check next to it indicating it has been completed.*

VOLUNTEER HISTORY

Click on the '*Volunteer History*' button

Detailed entry in this section is not required. Simply go in and click on the box provided stating that you choose NOT to complete this section. **Then click on the 'Return to Application' button.**

✓ *The Volunteer History header should now have a green check next to it indicating it has been completed.*

REFERENCES MAIN SCREEN

Click on the '*References*' button

The 'References' screen requires two Professional/Civic and one Personal reference completed in full. The references you list in this section will be contacted.

Professional/Civic references

A Professional/Civic reference is an individual you have worked for in a professional and/or volunteer capacity.

✘ If you have been involved in Holy Family School or your Parish, and feel comfortable doing so, **please use staff members as your references.** Staff includes; teachers, office staff, Priests, Deacons, librarian, or Hot Lunch staff. For any staff member, put the address in as: 1204 S. Fisk, Green Bay, WI 54304 and the phone number as: 494-2534, no matter what facility they work at. By using these individuals, you will help speed up the processing of your application.

Personal Reference

A Personal reference is a friend, co-worker (including volunteer activities) and/or family member.

✘ If you have volunteered with, are neighbors of, or are friends with a parent of another Holy Family School student, please use them as your personal reference. This will also help in the processing of your application.

* All references must be over 18 years of age. *

Click on the 'Add/Edit' button to begin entering information. When the fields are complete, **click on the 'Add' button** and you will be given an opportunity to see the data entered. An '*Add/Edit*' tab is available to correct any errors. When you are finished entering all three references, **click on 'Return to Application Overview' button.**

✓ *The References header should now have a green check next to it indicating it has been completed.*

DECLARATIONS

Click on the *'Declarations'* button

The *'Declarations'* screen requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to **'Check here to indicate your signature on this form'** and **enter the current date.**

After completing this process, **click on the *'Save the Declarations'* button.**

You will return to the **Application Overview screen**

✓ *The Declarations header should now have a green check next to it indicating it has been completed.*

BACKGROUND CHECK

Click on the *'Background Check'* button

The *'Background Check Information'* screen requires:

- Are you at least 18 years of age?
- Have you ever been convicted of or plead guilty to a misdemeanor or felony?
- If yes, please provide information as to the offense, date of offense or conviction, and location of court
- Does this position desired involve routine handling of money or SCRIP?
- Name changes in the past 7 years
- Social Security Number*
- Driver's license number and renewal date*
- Date of Birth will be indicated; verify it is correct*
- Gender*

Click on the **'SAVE'** button

**To protect your privacy, the personal information entered will be "locked" and unavailable for further viewing or editing after you successfully 'SAVE' your Background Check Information.*

You will be returned to the **Application Overview**

SELECT SITES

Click on the *'Select Sites'* button

The *'Select Sites'* screen features your Primary Parish/School/RE Program/Agency indicated in 'red'. If you would like your Volunteer Application viewable by additional sites, select and 'ADD' these sites in this section. Adding any additional sites will forward your application to those sites, it will alleviate you from having to complete another application for them. When finished adding any additional sites, **please click on the 'SAVE' button.**

You will be returned to the **Application Overview**

Now that you have completed all sections, you may *'submit'* your application. **Click on the *'Submit Application'* button** and follow the screen instructions along the way. When the submission of your application has been completed successfully you will receive the following confirmation message: 'You have successfully submitted the application. Thank you!'

If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to the HELP screen information for that section. If you should have questions or need assistance, please contact our office at support@eappsdb.com or phone (512) 231-1238, ext. 305.

The Diocesan Safe Environment Department
can be reached at extension 8198 at
920-437-7531 or toll-free 1-877-500-3580.
Email officesafeenv@gbdioc.org