



# Diocese of Scranton Application for Program of Priestly Formation

ALL ITEMS ARE TO BE SENT DIRECTLY TO VOCATION DIRECTOR UNLESS OTHERWISE DIRECTED

## APPLICANT CHECK LIST

Name: \_\_\_\_\_

### PART I: PERSONAL INFORMATION

- ☐ Complete the Diocese of Scranton application, and sign and date.
- ☐ Enclose three color photos (size 2X3 or smaller) (*paid for by the applicant*).
- ☐ Sign and return the enclosed **Applicant Release Form** which authorizes the Diocese of Scranton to investigate any information provided in the application. If applicable, also sign and return **Applicant Release Form for Previously Attended Formation Programs**.

### PART II: MEDICAL/PSYCHOLOGICAL/CRIMINAL HISTORY

#### SECTION 1: MEDICAL FORMS AND PERSONAL PHYSICIAN'S PHYSICAL EXAMINATION

*Paid for by the Applicant*

- ☐ Please arrange for a physical examination with your personal physician as soon as possible. Have your doctor complete the **Medical History and Physician Examination Form**. Complete your portion of the form electronically then print it for your doctor to complete the rest, and return in this folder.
- ☐ Sign and return the enclosed **Permission to Release Medical Evaluation Reports**.

#### SECTION 2: PSYCHOLOGICAL EXAMINATION

*Paid for by the Diocese of Scranton.*

- ☐ Please contact the psychologist (*whose name and contact information has been provided to you*). Do not delay in arranging a mutually agreeable time for you to undertake the necessary psychological testing and interview(s). The psychologist will forward results directly to the Office of Vocations.
- ☐ Sign and return the enclosed **Permission to Release Psychological/Psychotherapy Notes/ Records/Reports** regarding your agreement to consent to release any information regarding your psychological health.

#### SECTION 3: CRIMINAL RECORD CHECK

*Paid for by the applicant who will be reimbursed by the Diocese of Scranton.*

- ☐ Complete, sign and return **Diocese of Scranton Background Check Application** (for obtaining **Pennsylvania Criminal History Check**)
- ☐ Follow instructions for obtaining as soon as possible **PA Child Abuse History Certification** (\$13) and **FBI Clearance/Fingerprinting (Idemia Indentigo)** (approximately \$24) and paying by credit card.
- ☐ Complete and sign **Background Check Reimbursement Form**; return this **form** with your clearances as soon as you receive them.

#### SECTION 4: YOUTH PROTECTION PROGRAM

- ☐ Sign and return page 2 of **Diocese of Scranton Youth Protection Program: Code of Pastoral Conduct Statement**
- ☐ Follow instructions for completion of online **Mandated Reporter Training**; once completed, send copy of completion certificate to Vocation Office as soon as possible.
- ☐ Follow instructions for **VIRTUS: Protecting God's Children**: Those accepted into the formation program will complete VIRTUS training before leaving for seminary, thereafter read and complete online monthly ongoing training bulletins at [www.VIRTUS.org](http://www.VIRTUS.org), and maintain current email address on the VIRTUS site. Instructions are enclosed.

### PART III: REFERENCES, AUTOBIOGRAPHY, ESSAY, SACRAMENTAL RECORDS AND SCHOOL TRANSCRIPTS

#### SECTION 1: REFERENCES

*Please request a letter of recommendation from the following people:*

- ☐ Your Current Pastor
- ☐ Current Parish Parochial Vicar or another Priest or Religious Sister/Brother
- ☐ Recent Professor, Teacher or Academic Advisor (Counselor) (*if applicable*)
- ☐ Employer or Supervisor (*if applicable*)
- ☐ An Adult Sibling or another Close Relative or Friend

*Guidelines have been provided for each reference. Please inform your references that their letters should be mailed directly to the Office of Vocations.*

#### SECTION 2: AUTOBIOGRAPHY AND ESSAY

- ☐ You are asked to complete an Autobiography and an Essay on the Priesthood ~ directions are enclosed.

#### SECTION 3: SACRAMENTAL RECORDS AND SCHOOL TRANSCRIPTS

**SACRAMENTAL RECORDS** ~ *Please obtain and include in your application the following:*

- ☐ Two copies of your **Baptismal Certificate** [*Must be dated/issued within the last three months. Older Certificate (original or copy) is not acceptable.*]
- ☐ Two copies of your **Confirmation Certificate** (*copy of original is acceptable*)
- ☐ Two copies of **Parents' (Church) Marriage Certificate** or two copies of **Parents' (State) Marriage License** (*copy of original is acceptable*)

**OFFICIAL SCHOOL TRANSCRIPTS** ~ **DO NOT ENCLOSE** ~ Registrar/School is to **mail directly** to Rev. Alex J. Roche at address below:

- ☐ from your High School, *if you have not completed at least a Bachelor's Degree*
- ☐ from your Undergraduate College(s)/University, *if applicable*
- ☐ from your Post-Graduate College(s)/University or Seminary, *if applicable*