**DIOCESE OF TUCSON APPLICATION PROCESS**

1. To begin, you will log into Newton: [www.newtonsoftware.com](http://www.newtonsoftware.com/) to post your position.

* Use your DT email as user id; click forgot my password if it is your first time logging in or cannot remember your password.

1. Post your position in Newton by using “Request Job Approval” button. Complete the required fields and click “Submit”.

* You will be required to include a job description for your job to be approved and posted to the Diocese of Tucson website.

1. Positions will post to Diocese of Tucson website: [www.diocesetucson.org](http://www.diocesetucson.org/) after you have submitted the position and it is approved.

* Applicants will need to go to the Diocese of Tucson website, find the employment or volunteer position they are interested in and click on the position of interest to apply. The applicant will need to complete the required fields to apply. The applicant can choose to upload a resume. A resume is optional.
* A computer will need to be available for applicants who come in to the location to apply, but applicants can apply from anywhere a computer is available.
* Compliance Officers will need to assist applicants on completing the application the computer, if assistance is required.
* All applicants will need to apply electronically.
* If the applicant does not have an email account, one will have to be created (e.g. gmail.com) since correspondence will be sent to the applicant via email. The compliance officer can monitor that email if the volunteer wishes.

1. If you, as the hiring manager want to check for who applied (applicants), you will log into Newton: [www.newtonsoftware.com](http://www.newtonsoftware.com/)

* Use your DT email as user id; click forgot my password if it is your first time logging in or cannot remember your password.

1. Each applicant will be listed under the job record. You can click on the applicant’s name to view their profile which includes the application and resume if applicable.

* You can review the application and/or resume by clicking on the application or resume tab on the right side menu.
* You will need to move the applicant through the stages in Newton by clicking on the buttons on the top tool bar. The stages are:
  1. **Review:** Email application/resume to others in your organization to review by using the review button along the top.
  2. **Phone Screen:** Add a record of the over the phone screen/interview, if applicable.
  3. **Interview:** Add the record of the in-person interview, if applicable, required for employment.
  4. **Check three (3) refere**nces and upload to Newton using the “+add file”, if high level volunteer or employment.
  5. **Offer:** Request a background check, if applicable, for high level volunteer or employment or upload copy of current “AZ DPS Card”
  6. **Offer:** Request to verify offer of employment position or volunteer position. Once approved, you offer the position to the applicant.
  7. **Hire:** If the applicant accepts your offer, you click on “Hire” and set up the date the person will start.
* At any point in the process you can pass on an applicant by clicking the big red button “Inactivate Candidate”.

**See Back Page for Requirements for Different Levels of Volunteers and Employment**

**REQUIREMENTS FOR DIFFERENT LEVELS OF VOLUNTEERS AND EMPLOYMENT**

**LOW RISK VOLUNTEER**: The definition of a low risk volunteer is one who has absolutely no contact with or influence over minors or vulnerable adults. Each location based on their parish or location Compliance Plan will designate which volunteer positions are considered low risk. If you are not sure, please consult with Dr. Rosemary Celaya-Alston or Rachel Guzman in the Office of Child, Adolescent and Adult Protection (OCAAP).

* All volunteers are required to complete the volunteer application on-line (See Step 3 above)
* Low risk volunteer applications must be reviewed at the location (See Step 5A). It is the option of the parish or location to either accept or reject an applicant for a volunteer position. If not interested, please click the big red button “Inactivate Candidate”.
* When you click on the red button, you will have the option of generating an email to the applicant thanking the person for applying but at the same time letting the person know that you do not have a volunteer opportunity at this time.
* If you are interested in the applicant please document the following:
* That the applicant has had contact with a location leader. (Either phone screen/interview or in-person interview, See Step 5B or 5C)
* That the applicant has been offered the opportunity to begin volunteering as low risk and understands what low risk means. (See Step 5F)
* The applicant is hired as position title “volunteer low risk” with a safe environment expiration date one year from the hire date. This will be a reminder to verify that the volunteer is still in a low risk position every year. The volunteer hire date can be any date. (See Step 5G)

**HIGH RISK VOLUNTEER**: Each location based on their parish or location Compliance Plan will designate which volunteer positions are considered high risk. If you are not sure, please consult with Dr. Rosemary Celaya-Alston or Rachel Guzman.

* All volunteers are required to complete the volunteer application on-line (See Step 3 above)
* High level volunteer applications must be reviewed at the location (See Step 5A). If not interested, please click the big red button “Inactivate Candidate”.
* When you click on the red button, you will have the option of generating an email to the applicant thanking the person for applying but at the same time letting the person know that you do not have a volunteer opportunity at this time.
* If interested, please document the following:
* That the applicant has had contact with a location leader. (Either phone screen/interview or in-person interview, See Step 5B or 5C)
* That three (3) references have been checked and uploaded into Newton. (See Step 5D)
* That the applicant has been cleared. (See Step 5E)
* That the applicant has been offered the opportunity to begin volunteering as high risk. (See Step 5F)
* The applicant is hired as position title “volunteer high risk” with a safe environment expiration date as stated on the clearance memo or clearance receipt and acknowledgement. The volunteer hire date can be any date. (See Step 5G)

**EMPLOYMENT (ANY STATUS):** All employment applicants are required to follow the process regardless of status, hours worked or type of position.

* All employment applicants are required to complete the employment application on-line (See Step 3 above)
* Employment applications must be reviewed at the location (See Step 5A). If not interested, please click the big red button “Inactivate Candidate”. If interested, please document the following:
* That the applicant has had contact with a hiring manager. (Phone screen/interview is optional, but in-person interview is required, See Step 5B or 5C)
* That three (3) references have been checked and uploaded into Newton. (See Step 5D)
* That the applicant has been cleared. (See Step 5E)
* That the applicant has been offered employment position. (See Step 5F)
* The applicant is hired as employee with a safe environment expiration date as stated on the clearance memo or clearance receipt and acknowledgement. The employee hire date must be a Monday or Wednesday for Diocese of Tucson HR Orientation and On-Boarding. (See Step 5G)