

VOLUNTEER PERSONNEL FORM

Application for Work with Children

This form is to be completed by any applicant for a volunteer position within the Children's Ministry of Awaken Church involving supervision of children. The form is extensive, but we ask for your help in completing it in its entirety. Your cooperation will assist this ministry in its efforts to provide a secure environment for children who participate in our programs and use our facilities.

Your responses will be maintained confidential, although there may be circumstances where such information may be provided on a "need to know" basis to individuals working with our ministry and to other individuals in order to evaluate your application and or to comply with applicable legal requirements.

Personal Data (please print)

Date: _____

Name: _____

Last

First

Middle

If you have ever used other names, please provide complete name(s) and date in use:

Social Security Number: _____ - _____ - _____

Home Phone: (____) _____ - _____

Present Address _____

(*City, St., Zip*)

Date of Birth (if you are under 18 years of age): _____ Marital Status: _____

Spiritual History

How long have you attended Awaken? _____

Are you a member? Yes _____ No _____

Do you regularly attend Awaken (3 or more services/month)? Yes _____ No _____

Have you been baptized? Yes _____ No _____

In a brief paragraph, please outline your spiritual journey, including when you received Christ as Savior. _____

Describe a time of serious spiritual stumbling in your life. _____

What do you do on a consistent basis to keep yourself spiritually fresh and authentic?

Have you taken any courses or received any training that would equip you for Christian Ministry? If so, please list.

Qualification and Availability for Service

Why do you desire to work with children? Include a description of any previous experience working with children. _____

Describe any condition that pertains to you that might restrict or prevent you from performing certain activities involved in ministering to children (e.g., lifting toddlers, handling an emergency, driving, participating in certain physical activities). _____

Describe any contagious or infectious disease or condition, which you are aware of in your life, that could be transmitted to others in the volunteer work you would be performing for Awaken Church. _____

What type of ministry do you prefer? *Check all categories that apply.*

Age Level

Ministry Interest

| | |
|---|----------------------|
| ❖ Nursery (<i>birth-walking</i>) | ❖ Teaching |
| ❖ Toddlers (<i>walking-2 years</i>) | ❖ Teaching Assistant |
| ❖ Preschool (<i>3 yrs-Kindergarten</i>) | |
| ❖ Elementary (<i>1st – 5th</i>) | |

Other: _____

Please describe previous and current ministry experience here at Awaken, including the name of the person to whom you reported.

Please describe your ministry experience at other churches, including the name and address of the church and the name of the person to whom you reported. _____

Legal Questionnaire

1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "Yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. *Yes No*

If you have been convicted of such an offense, please attach a statement or explanation, including nature of the offense, date, law enforcement agency making the charge, and any other relevant information.

2. Have you ever been arrested for or charged with a sexual offense, offense relating to children, or crime of violence (that is not covered in question 1 above)?
Yes No

If you have been arrested for or charged with such an offense, please attach a statement or explanation, including nature of offense charged, date, law enforcement agency making the charge, and any other relevant information.

3. Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? *Yes No*
4. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization? *Yes No*
5. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct involving adults or children?
Yes No
6. Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar services? *Yes No*
7. Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? *Yes No*
8. Have you ever been subject to any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer?
Yes No

If your answer to any of the questions 3 – 8 is "Yes," for each positive response, please provide the following information:

- a) Date and complete description of the circumstances.
- b) Name and address of the church, employer, or other organization involved.
- c) Name and telephone number of a person familiar with the circumstances.

Applicant's Statement

We are thankful for you and your desire to minister to our children. Our goal is to provide a loving, caring environment for our children to learn about Jesus, the Bible, and Christian Values. We desire that each child comes into a saving knowledge of Jesus Christ, and in hearing the truth spoken in love, will grow up into all aspects of Him. (Ephesians 4:15)

The responses I have provided in completing this application form are complete, truthful, and accurate.

I hereby authorize the Church to make inquiries concerning my background in connection with evaluating the information I have provided on this form and in the application process, including a criminal records check if deemed necessary by the Church. I hereby authorize all persons associated with me, including churches, employers, law enforcement, licensing and social services agencies, to release any information contained in their files or records concerning me to the Church and its representatives.

In consideration of the receipt and evaluation of this application form by the Church, I hereby release Awaken Church and its directors, employees, agents, representatives, and any other person or organization, including record custodians, that may release information concerning me, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of inquires concerning my background and any disclosures of information concerning me to the Awaken Church. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS OF IT, AND I SIGN THIS RELEASE AS MY OWN FREE AND VOLUNTARY ACT.

I understand that my service with the Awaken Church shall be volunteer service. In addition, my volunteer services shall be at-will, and the church shall be entitled to terminate my services at any time, with or without cause or advance notice. I understand and agree that I am not an employee of the church, and that I have no expectation of future employment. As a volunteer, I have no entitlement to or expectation of compensation, health insurance or other employee benefits, or unemployment or worker's compensation insurance benefits.

I affirm that I agree with and will support Awaken Church's Statement of Faith (see attachment). I will comply with all policies and procedures of Awaken Church, including but not limited to its general policies as presented in the Children's Ministry Handbook. If at any time I find that, for any reason, I am unable to support the policies, procedures, or doctrine of Awaken Church, I will resign my volunteer position. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal or disciplinary action, all in the discretion of the church. I will report any known or suspected child abuse or other violation of policy to: the Children's Ministry Director, Senior Pastor, an elder, or member of the church staff.

Applicant's Signature: _____ **Date:** _____

Applicant's Name (please print): _____

Children's Ministry Director's Signature: _____ **Date:** _____

Children's Ministry Director's Name (please print): _____

Appendix A

IMPORTANT: THIS SECTION MUST BE COMPLETED BY EVERY APPLICANT, REGARDLESS OF CRIMINAL RECORD.

I hereby request and authorize the research and release of any information, which pertains to any records, charges, and/or convictions, contained in law enforcement files or in any civil or criminal file maintained on me whether local, state, or national. I hereby release local, state, and national law enforcement agencies, and all individuals or businesses involved in the procuring of said information, as well as any and all staff at the Linworth Road Community Church from any and all liability resulting from such release and/or disclosure.

Signed _____ Today's Date _____

Please Carefully Print the Remainder of the Form

Applicant's Name: _____ S.S.# _____ - _____ - _____ D.O.B. _____

Maiden Name _____ Aliases _____

Driver's License # _____ State _____ Ever Suspended _____

Reference # 1

Name: _____ Phone (____) _____

Address _____ City _____ Zip _____

Your Association with reference _____ How Long ____ yrs. ____ months

Is reference an Awaken Member/Attender Yes ____ No ____ Church member elsewhere _____

Does Reference have children? _____ How many _____ Ages _____

Interviewer _____ Date _____ Interviewer's Notes _____

Reference # 2

Name: _____ Phone # (____) _____

Address _____ City _____ Zip _____

Your Association with reference _____ How Long ____ yrs. ____ months

Is reference an L.R-C.C. Member/Attender Yes ____ No ____ Church member Elsewhere _____

Does Reference have children? _____ How many _____ Ages _____

Interviewer _____ Date _____ Interviewer's Notes _____

