

COURTHOUSE COMMUNITY UNITED METHODIST CHURCH

Application for Working with Minors

Our church cares about the children and youth in our programs, and desires to ensure their safety while they are in the church's supervision. Because we care for children and youth, our church asks any volunteer who will be providing supervision and/or leadership with minors to complete this disclosure form. The information obtained on this form is for internal use by Courthouse Community United Methodist Church only. Please answer each question below.

Name (Include Middle Initial) _____

List Any Other Names Used _____

Address (Include City, State and Zip) _____

Previous Address _____

Date of Birth _____ Social Security Number _____ Gender _____

Home Telephone _____ Business or Cell phone _____

Email Address _____

Occupation and Current Employer _____

Do you agree to observe all church policies regarding working with minors? Yes No

As a volunteer, have you been active at CCUMC for at least 6 months? Yes No

Have you ever been convicted of a criminal offense? Yes No

Do you have any criminal charges pending? Yes No

Have you ever been convicted of child neglect or abuse? Yes No

Do you have any charges of child neglect or abuse pending? Yes No

In addition to the above, is there any fact or circumstances involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children or young people? Yes No

(If yes, explain in detail on a separate page, including dates and locations)

Do you have a driver's license? Yes No List the state and driver's license number _____

List two references, other than family members, who are familiar with your character as it relates to working with minors.

1. _____
Name Address Phone

2. _____
Name Address Phone

List the churches you have attended regularly for the last several years. (Name and Location)

List all organizations through which you have volunteered with minors in the past 5 years. (Include Location)

In the interest of safety and security I, the undersigned applicant, authorize Courthouse Community United Methodist Church through its independent contractor, LexisNexis, to procure background information (also known as a "consumer report and/or investigative consumer report") about me, prior to, and at any time during, my service to the organization. This report may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my request to Courthouse Community United Methodist Church, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

In signing this application, I agree to be guided by the policies, procedures and regulations of Courthouse Community United Methodist Church. I affirm that the information I have given on this form is true, correct and complete.

Signature of Applicant

Date

For Office Use Only:

1. Recruit/contact volunteer
2. Conduct interview; document conversation
3. Review policy with volunteer; give safety booklets; volunteer turns in signed, completed application
4. Contact references; document conversation
5. Submit application/documentation to Church Business Administrator (CBA) to run background check.
6. CBA will contact staff member to approve or deny volunteer involvement & issue name badge.
7. Volunteer may begin working with minors.
8. Volunteer must receive annual training policy review.

Staff Member: _____ Volunteer: _____

Date of Interview: _____

Interview Notes: _____

References Contacted Date: _____

Reference Check Notes: _____

Background Check Date: _____

Approved

Denied

Badge Issue Date: _____

Business Administrator Signature: _____