



**SHEPHERDCHURCH**

# VOLUNTEER APPLICATION

This form is to be completed by all volunteer applicants for any position. This application is used by Shepherd Church to help promote a safe environment for the children and youth who participate in our programs or use our facilities. This information is confidential and to be used by authorized staff only, and kept in a locked file.

Any applicant who has ever been convicted of child sexual abuse, physical abuse, or domestic violence should not volunteer service in any church sponsored activity or program for children or youth. Applicants with criminal records of other types will be evaluated at the discretion of church leaders. All applicants agree to be fingerprinted and photographed for the purpose of criminal background verification.

Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the Shepherd Church family. Applicants who have such a history should discuss their desire to work with youth with an authorized staff member or pastor prior to any participation as a youth worker. All applicants must study and agree to comply with the guidelines that are provided for their programs and position within the church's children's and youth ministries.

## Application Information

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Last Name	First Name	Middle Name	Social Security #
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Current Mailing Address	City, State and Zip Code
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Home Phone (XXX-XXX-XXXX)	Daytime Phone (XXX-XXX-XXXX – if different than home)
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Cell Phone (XXX-XXX-XXXX)	E-mail Address
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Driver's License #	Date of Birth (MM/DD/YY)
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Marital Status:    Married    Single    Separated    Divorced    Widowed    Engaged

Have you used any other names?    **Yes**    **No** (If yes, please list complete name and dates of use on an other sheet of paper.)

On what date will you be available? \_\_\_\_\_ What length of time can you commit to? \_\_\_\_\_

Do you have any special abilities, gifts, or skills that would be valuable assets to this ministry? (CPR, security experience, graphic arts, etc.)

# Church Activity

1. List other churches you have attended over the past five years.

Church Name	Telephone	Contact	Years Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Are you a Christian? **Yes** **No** – When were you saved? (MM/YY) \_\_\_\_\_

(a) When did you make your commitment to Christ? (MM/YY) \_\_\_\_\_

(b) Have you been baptized by immersion? **Yes** **No** – If yes, when? (MM/YY) \_\_\_\_\_

3. Are you a member of Shepherd Church? **Yes** **No**

If yes, when did you become a member? (MM/YY) \_\_\_\_\_

4. If not a member of Shepherd Church:

How often do you attend? \_\_\_\_\_ When did you begin attending? (MM/YY) \_\_\_\_\_

5. Have you attended any of the Pastor's Classes? **101** **201** **301** **None**

6. List previous work (church and non-church) involving children or youth. Use a separate sheet of paper if needed.

Church Name	Telephone	Contact	Years Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# Employment History

Identify employers for whom you have worked in the last five (5) years. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary.

## Employer 1

_____	
Current or Last Employer & Supervisor's Name	Reason for Leaving
_____	
Phone Number (XXX-XXX-XXXX)	Dates Employed (MM/YY-MM/YY)
Provide a brief description of your duties	
_____	

**Employer 2**

<hr/>	
Last Employer & Supervisor's Name	Reason for Leaving
<hr/>	
Phone Number (XXX-XXX-XXXX)	Dates Employed (MM/YY-MM/YY)
Provide a brief description of your duties	

**Employer 3**

<hr/>	
Last Employer & Supervisor's Name	Reason for Leaving
<hr/>	
Phone Number (XXX-XXX-XXXX)	Dates Employed (MM/YY-MM/YY)
Provide a brief description of your duties	

Please describe your activities during any gaps in employment in excess of three months. Do not include leave or time off due to illness or medical treatment.

# Beliefs and Christian Experience

To help us better understand your beliefs and Christian experience, please answer the following questions in your own words. Use additional sheets if necessary.

1. Summarize how you came to know Jesus Christ as your Lord and Savior.
2. In what ways does your Christian faith specifically affect your daily life?
3. Have you ever had a time of serious or extended spiritual stumbling in your life? What was it and how was it resolved?
4. Would you be willing to refrain from teaching or sharing beliefs which are not common to the doctrines held by Shepherd Church? Circle one: **Yes** **No** – If no, why?
5. Specifically, what are your two greatest strengths? How are they displayed in your life?
6. Specifically, what are your greatest weaknesses? How have they been displayed in your life and what are you doing to overcome them?
7. Why do you want to work at Shepherd Church?
8. Is there anything else you want us to know about you in considering you for an employment position?

By initialing here, I certify that what I have shared about myself and my spiritual walk is both true and accurate. \_\_\_\_\_

# Christian Lifestyle Commitment

Shepherd Church requires that every Children's and Youth Ministries Volunteer accept and follow a lifestyle commitment based on Biblical principals. As role models to our children and youth, and as representatives of Jesus Christ in our community, we require volunteers to live their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). Volunteers must conduct themselves both on and off the Church campus in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. Moral misconduct as defined by Scripture violates the requirement of being a Christian role model.

In connection with this lifestyle commitment, we ask that you answer the following questions by checking the correct answer. Please be truthful and candid. Your answer to these questions will not necessarily disqualify you from you from employment at Shepherd Church.

**Yes    No**

Are you currently in a sexual relationship with someone with whom you are not married? (I Corinthians 6:18-20). If yes, please explain on a separate page.

Are you currently living in a homosexual or bisexual lifestyle? (Romans 1:21-32). If yes, please explain on a separate page.

Do you agree with the Biblical principle that homosexuality is a sin? (Romans 1:21-32). If no, please explain on a separate page.

Have you ever used illegal drugs (I Corinthians 3:16-18). If yes, please explain on a separate page.

Have you ever been addicted to alcohol, prescription or nonprescription drugs? (I Corinthians 3:16-18). If yes, please explain on a separate page.

Do you currently use tobacco? (I Corinthians 3:16-18). If yes, please explain on a separate page.

Are you currently using prescription or nonprescription drugs? (I Corinthians 3:16-18) If yes, please explain on a separate page.

Do you use alcohol? (I Corinthians 3:16-18). If yes, please explain on a separate page.

# Children's and Youth Work References

Please provide three references, not related to you, who have personal knowledge of your work with children or youth. For volunteers under 18 years of age, please provide three references who have personal knowledge of you as your youth pastor, Bible Class teacher, small group leader, schoolteacher, Vice Principal, or Principal.

## Reference 1

Name	Relationship
Address	City, State and Zip Code
Phone (XXX-XXX-XXXX)	Years Known

## Reference 2

Name	Relationship
Address	City, State and Zip Code
Phone (XXX-XXX-XXXX)	Years Known

## Reference 3

Name	Relationship
Address	City, State and Zip Code
Phone (XXX-XXX-XXXX)	Years Known

If you have no prior experience working with children or youth, please so state and explain why you have chosen to volunteer for such service at this time.

# Compliance with Child Abuse Reporting Requirements

Although volunteers are not mandated reporters of child abuse under California Penal Code 11166, I understand that Shepherd Church requires its Children's and Youth Ministries Volunteers to comply with the provisions of the child protection policy of Shepherd Church as detailed in the Child Abuse Prevention, Recognition and Reporting manual which will be provided to me before beginning volunteer service.

## Background Security Information

Recognizing God's love and concern for children, Shepherd of the Hills has adopted a policy for screening applicants for volunteer service in Children's and Youth Ministry. This policy is important for the protection of our children and youth as well as to guard the honor and reputation of Our Lord Jesus Christ. Because you are applying for volunteer service in Children's or Youth Ministry, this portion of your Application requires personal information that might not otherwise be asked of you. This information is used to help promote a safe environment for the children and youth who participate in our programs or use our facilities. This information is confidential and will be used only by authorized staff reviewing your Application. We ask that you understand the purpose and need for this information. Your answer to any of these questions does not necessarily disqualify you from volunteer service at Shepherd Church.

Please answer by checking the correct response, each of the following questions. Please attach additional pages for explanation if necessary.

**Yes    No**

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, sentence or disposition and any other relevant information.

Has a State ever suspended or revoked your driver's license, permit or privilege to operate a motor vehicle?

Have you had any traffic violations or DUI convictions?

If you answered yes to either of the above driving record questions, please attach a statement of explanation including the date and type of violation, suspension, revocation and/or dates of reinstatement.

Have you ever been charged with a sexual offense, offense relating to children or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, enforcement agency making the charge, disposition of the charge, and any other relevant information.

Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse, endangerment, neglect or intentional misconduct involving children? If so, provide a description on a separate attachment of the circumstances and name and address of the entity receiving the report.

Have you ever been subjected to expulsion, reprimand, or other discipline by a Christian school, church, denomination, or other religious organization? If so, please describe the circumstances and provide the name and address of the school, church, denomination, or religious organization involved.

Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations, following an allegation of physical misconduct, sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct involving children or adults? If so, please describe the circumstances and the name and address of the employer on a separate attachment.

Have you ever been the subject of a civil lawsuit involving adults or children, involving physical abuse, sexual misconduct, sexual harassment, or other immoral behavior or conduct? If so, please describe the circumstances and outcome and provide the name and address of the employer, educational institutions, church or other organization where the lawsuit, investigation or allegation arose or occurred on a separate attachment.

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? If so, please provide an explanation on a separate attachment.

Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence or misconduct involving children? If so, please provide an explanation on a separate attachment.

Have you ever made a report of physical or sexual abuse involving children to any social service or law enforcement agency? If so, please explain on a separate attachment without giving the names of the individuals involved.

Were you or any member of your family the victim of sexual misconduct or abuse as a child? If so, please provide an explanation on a separate attachment. You may decline to answer this question, or you may discuss your answer in confidence with a pastor or church leader rather than answering on this form. Answering yes or failing to answer will not automatically disqualify an applicant for children or youth service.

## Background Check

I understand that as part of this Application a completed **CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION** must be submitted by me. This Consent authorizes SHEPHERD CHURCH, or its agents, to conduct a background investigation of me and the information provided in this Application. I further acknowledge and understand that this investigation may include a **Criminal Background Check** and a **Megan's Law Background Check** and that I may be required to provide fingerprints and a photograph for this purpose.

## Release

In consideration of the receipt and evaluation of this Application by SHEPHERD CHURCH, I hereby release SHEPHERD CHURCH and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind of nature which may at any time result from the investigation of my background or the release or information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

## Mediation/Arbitration Agreement

In consideration for being accepted for volunteer service, I agree that any claim or dispute arising from or related to my volunteer service or this Agreement shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the Rules of the Institute for Christian Conciliation; judgment upon arbitration award may be entered in any court otherwise having jurisdiction. If a dispute or claim involves a claim as to which the Shepherd Church's insurance or Shepherd Church's insurance with respect to Shepherd Church's officers, directors, trustees, employees, agents, volunteer workers, promoters or affiliates, if any, applies, and if the Shepherd Church's insurer refuses to submit the dispute or claim to mediation or arbitration, as described in this Agreement, unless the parties otherwise agree the Mediation/Arbitration Agreement shall no longer be applicable with regard to the part of the dispute or claim as to which the Shepherd Church's insurance applies. I agree this Mediation/Arbitration Agreement shall be my sole remedy for any claim or dispute between us. I, on behalf of myself, my heirs and successors in interest, waive the right to file any legal action against Shepherd Church in or before a civil court or agency, except to enforce an arbitration decision.

## Insurance Coverage

Volunteer acknowledges that Shepherd Church does not provide health or accident insurance for volunteers. Volunteer acknowledges that he or she has and will maintain his or her own individual health and accident insurance coverage.

## Additional Information

Is any additional information relative to changes of name, use of an assumed name, or nickname or use of a different Social Security Number or driver's license necessary for a complete check on the information contained in your Children's and Youth Ministry Application. Please enter any additional information below.

**Yes**    **No** – If yes, please explain. Attach additional pages if necessary.

I certify that the information contained in this Application and any attachments is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission in this Application may result in my failure to be accepted for volunteer service or, if I am accepted, in my dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Notes/Comments

<b>For Office Use Only</b>					
Church Membership	Yes	No	Personal Interview satisfactory	Yes	No
Application satisfactory	Yes	No	Investigative Service Clearance	Yes	N/A
Prior Youth Work	Yes	No	Megan's Law Clearance	Yes	N/A
References satisfactory	Yes	No	Criminal Record Check Clearance	Yes	N/A
Approved for volunteer service _____			Date _____		
Signature of Person Authorizing					
Name of Person Authorizing (Please Print) _____					

# Consent and Authorization to Obtain Information

Volunteer Applicant: \_\_\_\_\_

Please Print

## To Whom It May Concern:

I, the undersigned, having made Application for Volunteer Service at Shepherd Church, Porter Ranch, California, desire the Church to be fully informed as to my background and character. In this connection, I acknowledge that an investigation, which may include a Criminal Background Check and Megan's Law Background Check, may be conducted. I hereby authorize Shepherd Church, or its employees and agents, to contact any person, entity, or agency disclosed in this Application, or as may be disclosed in the course of the investigation for the purpose of verifying and investigating my background and fitness for children's or youth volunteer service at the Church. I understand a photograph and/or fingerprints may be required for this purpose.

I further understand that Shepherd Church may, in its discretion, engage a commercial investigative service (Reporting Agency) for the purpose of verifying the information in my Application and conducting a background investigation. In the event a Reporting Agency will be so engaged, its identity is disclosed below.

In connection with the investigation of my background, I understand that a Consumer Report or Investigative Consumer Report, as defined by the Fair Credit Reporting Act may be requested by the Reporting Agency identified below.

The Consumer Report may include information from public records including, but not limited to, Social Security number, motor vehicle operation history, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. The Investigative Consumer Report may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with persons who have knowledge concerning such items of information.

I understand that any Consumer Report or Investigative Consumer Report requested will be used strictly for permissible purposes as defined under the Fair Credit Reporting Act.

A photographic or faxed copy of this Consent and Authorization to Obtain Information shall be as valid as the original.

# Background Check Authorization

Area of Ministry/Service: \_\_\_\_\_

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

Former Names and Dates Used: \_\_\_\_\_  
(Maiden) (Years Married)

Current Address Since: \_\_\_\_\_  
(MM/YY) (Street) (City, State, Zip)

Previous Address From: \_\_\_\_\_  
(MM/YY) (Street) (City, State, Zip)

Social Security Number: \_\_\_\_\_ Driver License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

For Identification Purposes ONLY, Please provide: Date of Birth \_\_\_\_\_ Gender: \_\_\_\_\_

I hereby authorize Shepherd Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or and investigative consumer report to be generated for employment and/or volunteer purposes. I understand the scope of the consumer report/investigative consumer report may include, but no limited to, the following its: verification of social security number; current and previous residences; credit history, employment history, education background, character references; drug testing, civil and criminal history records from any criminal justice agency in any or all federal state, county jurisdiction; driving records, sexual offender registry, birth records, and any other public records.

I further authorize any individual, company, Firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Shepherd Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

In consideration of the receipt and evaluation of this Application by Shepherd Church, I hereby release Shepherd Church, the Social Security Administration, and it's agents, officials, representative, or assigned agencies, including officers, employees, or related personnel, any individual, church, youth, organization, charity, employer, reference, or any other person or organization, including record of custodians, both collectively and individually, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with the authorization and request to release.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative consumer report of which I am the subject upon my request, if such is made within a reasonable time after the date hereof. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq. I agree that this authorization shall remain valid for the duration of my employment with Shepherd Church. Please provide me with a copy of my background report. **Yes No**

I certify that I have carefully read and I give this release as my own free act. I certify that the information contained in this Application and any attachments are true and correct to the best of my knowledge. I understand that any misrepresentation or material omission in this Application may result in my failure to be accepted for employment or, if I am accepted, in my dismissal. If my Application for employment is accepted, I agree to comply with all the rules, regulations, and policies of Shepherd Church as set forth in the Employee Handbook and otherwise. Until my Application is accepted in writing, neither this Application nor any pre-employment interview, or meeting shall constitute an offer or agreement of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_