



VOLUNTEER APPLICATION

Name		School Year
Address		Home Telephone
City	State	ZIP
Social Security Number		Driver's License Number
Date of last TB test		Current Occupation
Name of High School		Receive a diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of College		Receive a degree? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name and address of employer		Church membership? How long?

What type of children's or youth work do you prefer? _____

What time commitment can you make? _____

What previous work have you done with children and/or youth? _____

What training have you had for work with children? _____

Have you ever been convicted of a felony? Yes No

Is there anything we should know about that would impair your work with children? Yes No

(Please describe on the back of this sheet.)

List two references who are not former employers or relatives who know of your work with children/youth.

Name _____ Telephone _____

Name _____ Telephone _____

The information in this application is correct to the best of my knowledge. I authorize any references or churches listed here to give any information that they may have regarding my character and fitness for working with children and/or youth. I hereby release any individual, church, or organization from any and all liability for damages that may result to me, my heirs, or family for compliance with this authorization.

Your signature on this form confirms your understanding and agreement that in the event allegations of criminal or sexual misconduct arise regarding your conduct while you serve in the above-described capacity, Columbus Adventist Academy will fully cooperate with any investigation.

Signature

Date



GUIDELINES FOR VOLUNTEERS

Because our society is filled with pain, problems, and litigation caused by improper conduct of adults working with children and youth, it is imperative that those working with children at church have meaningful guidelines for conduct to protect both themselves and those under their care. As a school volunteer, you want parents and others to feel comfortable and confident with you. Here are some practical guidelines.

- 1. All volunteers must complete a screening process that involves background checks.**
- 2. NEVER leave a child—or a group of children—for whom you are responsible alone.** Provide adequate supervision at all times, no matter what.
- 3. TRY NOT to be the only adult serving as a caregiver.** ALWAYS have at least one other person 18 or older with you.
- 4. NEVER spend time alone with a student of the opposite gender.**
- 5. ALWAYS ask a person's permission before touching him/her anywhere, even when responding to an injury or problem.** This is especially true for any area that would normally be covered by a T-shirt and shorts. If an injury is within this area, make sure another adult works with you as you provide care.
- 6. NEVER use physical or verbal attacks – they are inappropriate and should not ever be used as discipline.** “Time out” or “sit-in-that chair” may be helpful methods with children.
- 7. USE appropriate touching.** However, keep hugs brief and “shoulder-to-shoulder” or “side-to-side.” Always keep your hands at (not below) the shoulder level. A caregiver kiss is to the forehead or cheek only—not elsewhere. For small children who like to sit on laps, encourage them to sit next to you.
- 8. TAKE CARE when taking small children to the bathroom.** Take another adult along, or leave the door open.

Be loving, kind, firm, and always thoroughly professional as a caregiver. Working with children and youth at church is not only a privilege, it is also a deep responsibility that must be approached with utmost care.

Note: Be aware of the signs and symptoms of abuse; be aware of the legal requirements in our locality for reporting child abuse. In nearly all places, a caregiver can be held legally responsible for failing to report suspected or actual child abuse.

I, the undersigned caregiver, have read the guidelines listed above and agree to abide by them. I will obtain a copy of this signed form and keep it for reference.

Signed _____

Date _____

Witness _____

Date _____