

Trinity Evangelical Free Church
Application for
Children/Youth Worker
Supplement to Standard Application Form

Note: This form is to be completed by all applicants (employee and volunteer) for any position involving supervision or custody of minors. This application is used by Trinity Church to help promote a safe environment for the children and youth that participates in our programs or uses our facilities.

Statement of Intent

- Any applicant who has ever been convicted of a felony including, but not limited to, child sexual abuse, physical abuse, or domestic violence should not volunteer for 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 the church administrator.
- All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's child or youth ministry.

Please answer each question. Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons.

Date _____ Name _____
Last First MI

Have you used any other name? Yes ____ No ____ If yes, please list complete name and dates of use on the reverse side of this application.

Present Address _____
Street City State Zip

Home Phone (____) _____ Work Phone (____) _____

What age of children/youth work do you prefer? _____

On what date would you be available? _____

How long have you lived in California? _____

Please answer each question. You may use the back of this paper for explanations or you may attach extra pages. The information on this application will not be disclosed to unauthorized persons.

YES NO

- As a church child/youth worker, do you agree to observe all guidelines and policies regarding working with children and/or youth?
- Have you ever been convicted of a criminal offense (felony or misdemeanor except for minor traffic violations)?
- Have you ever been charged with a sexual offense, offense relating to children, or crime of violence?
- 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?
- Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other religious organization?

YES NO

- Were you abused as a child? (If you prefer, you may wish to refuse to answer this question, or you may discuss your answer in confidence with the appropriate staff pastor rather than answering it on this form. Answering “yes” or failing to answer will not automatically disqualify an applicant for child/youth work.)

Please explain the circumstances involved if YES was marked for any/all questions.

Church Activity

How long have you been attending Trinity Church? _____years _____ months

Are you a member of Trinity Church? _____ Yes _____ No _____ in process

List other churches you have attended over the past five years:

Church Name	Phone Number	Contact Person	Years
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List previous work (church and non-church) involving children and/or youth. Use a separate sheet of paper if needed.

Organization	Type of work	Contact Person/Supervisor	Phone
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List gifts, callings, training, education, or other factors that may have prepared you for work with children and/or youth. Use a separate sheet of paper if needed.

Applicant Statement

Name _____

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me.

In consideration of the receipt and evaluation of this application by Trinity Church, I hereby release Trinity 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 for damages of whatever kind or nature which may at any time result to me, my heirs, or family on account of compliance, or any attempts to comply, with this authorization. I waive any right 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 THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of Trinity Church that all employees and volunteers conform to the highest standards of safety, interpersonal conduct and sexual morality. I affirm that I will strictly comply with Trinity Church's child and youth ministry policies and procedures including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. 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 at the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, Trinity Church may determine that I am no longer qualified to be associated with its programs as a church worker, employee or volunteer in any capacity.

Applicant Signature _____

Date _____

Print Name _____

Witness _____

Date _____

(to be witnessed by a church staff member)

**Trinity Evangelical Free Church
Children and Youth Worker
Reference Form**

Note: Please let the reference know that “all information given will not be released to unauthorized persons.” This form may be suitable as a supplement to other, more detailed reference information that may be used for employees. It may serve as a stand-alone reference form for primary positions involving volunteers and may also be used for references of existing employees or volunteers.

Name of Applicant _____

Reference or church contacted (If a church or organization, please note the name of the person contacted and the organization.)

Date of Contact _____

Person contacting the reference _____ Position _____

Method of contact (phone, letter, personal conversation) _____

REFERENCE QUESTIONS

- 1) How do you know the applicant? For how long have you known him/her?
- 2) Would you recommend this applicant for a position of trust supervising children and/or youth? Why or why not?

At this point, ask any relevant questions that are appropriate to the situation, such as specific duties, length of employment, strengths and weaknesses when dealing with young people, etc. Information may be noted on the back of this paper.

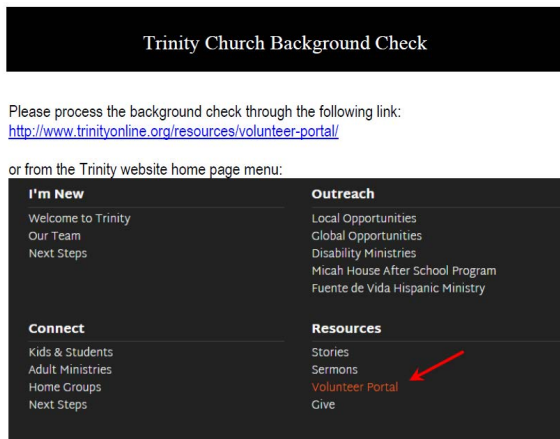
Remind the reference that “information will not be disclosed to unauthorized persons.” Then ask the closing question:

Is there anything else we should know about this person before putting him/her in a position of trust with children and/or youth?

Trinity Church Background Check

Please process the background check through the following link: <http://www.trinityonline.org/resources/volunteer-portal/>

or from the Trinity website home page:



Please select **Sunday TLC** for the ministry you will be volunteering for:

Please Select Your Volunteer Type

The screenshot shows the 'Please Select Your Volunteer Type' form. The form is a list of radio buttons with corresponding icons and text. The 'Sunday TLC' option is selected, indicated by a blue arrow pointing to the radio button.

<input type="radio"/>		CAMP TLC
<input type="radio"/>		CHILDCARE
<input type="radio"/>		HIGH SCHOOL
<input type="radio"/>		HOMESCHOOL CO-OP
<input type="radio"/>		MICAH HOUSE VOLUNTEERS WHO WORK AT EITHER OF THE MICAH HOUSES
<input type="radio"/>		MIDDLE SCHOOL
<input type="radio"/>		MISSIONS
<input type="radio"/>		SAFETY TEAM
<input checked="" type="radio"/>		SUNDAY TLC
<input type="radio"/>		TLC MUSICAL

Follow the remaining steps as instructed on the site.

Office Use Only

Application review by: _____ Date: _____

Follow up needed: Yes _____ No _____

If yes, by whom: _____

Follow up completed by: _____ Date: _____

Applicant Approved: Yes _____ No _____

Approved by: _____

Background check: Needed: _____ Waived: _____

List any special conditions: