

Children and Youth Ministry Application

This form is to be completed by all applicants (volunteer and employee) for any position involving supervision or custody of minors. This application is used by St. Frances Cabrini Church to help promote a safe environment for the children and youth who participate in our programs or use our facilities.

It is our policy that 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.

Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the St. Frances Cabrini Church family. Applicants who have such a history should discuss their desire to work with children or youth with the Coordinator of the Program they are volunteering for prior to any participation.

All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's children's and youth ministry.

Thank you for your interest in serving our children and for helping us make Saint Frances Cabrini the safest place possible.

Sincerely,

The Safety, Care and Protection Program of St. Frances Cabrini

For Office Use Only:

Date Received: _____ Last Name: _____

Date: ____ / ____ / ____

Applicant Identification

Name _____
Last First Middle

Y N Have you used any other names? 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 (____) _____

Social Security # _____ Driver's License # _____

Birthdate: _____

- I have resided in the State of Colorado for the past seven years.
- I have **NOT** lived in Colorado for the past seven years. Please list below the states you have lived in during the past seven years.

Which Program do you wish to work with? Sr. High LIFE Jr. High SPIRIT RCIC / RCIT
 Confirmation Nursery Worker Religious Ed.
 Other _____

On what date would you be available? _____

Date Registered with St. Frances Cabrini (month / year): _____ / _____

I understand that I am required to attend a Safe Environment Training Session BEFORE I would be eligible for any work or volunteering with children of any age.

Disciplinary and Legal Background

Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle “Y” for yes or “N” for no. You may use the back of the paper for explanations or you may attach extra pages.

- Y N** As a church youth worker, do you agree to observe all guidelines and policies regarding working with youth or children?
- Y N** 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. *If you live in Colorado, Illinois, Ohio, Oklahoma, or Washington (state), you need not disclose information that is contained in sealed or expunged records.* 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, and any other relevant information.
- Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? *If you live in Colorado, Illinois, Ohio, Oklahoma, or Washington (state), you need not disclose information that is contained in sealed or expunged records. Do not answer this question if you live in Michigan, New York, Rhode Island, Washington (state), or Wisconsin.* If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, law enforcement agency making the charge, and any other relevant information.
- Y N** 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? If so, provide a description of the circumstances and name and address of the entity receiving the report.
- Y N** Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization? If so please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.
- Y N** 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 sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so please describe the circumstances and the name and address of the employer.

- Y N** 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? If so please describe the circumstances and provide the name and address of the employer, educational institutions, church, or other organization where the lawsuit, investigation, or allegation arose or occurred.
- Y N** 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?
- Y N** 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? If so please describe the circumstances and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the incident.
- Y N** 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?
- Y N** Were you abused as a child? *You may refuse 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 work.*

Church Activity

List previous work (church and non-church) involving children or youth.

Use a separate sheet of paper if needed.

<i>Church Name</i>	<i>Telephone</i>	<i>Contact</i>	<i>Type of Work</i>

Youth Worker Authorization for Criminal/Court Records Check Release Authorization

In connection with my application for placement, I understand that an investigative report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination of past employment. I understand that as directed by policy and consistent with the job described, you may be requesting information from public and private sources about my: criminal record, driving record, education, and previous employment.

The fact that applicants have a criminal record will not be an automatic bar to employment or work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation will be taken into account. In certain states (Colorado, Illinois, Ohio, Oklahoma, or Washington state), applicants are not required to disclose the contents of sealed criminal records.

I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies, including the Minnesota Department of Labor.

I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described above.

Signature *Print your full name* *Today's Date*

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Print other last names you have used

Home Address *City* *State* *Zip*

Social Security Number *Date of Birth*

Driver's License Number *Name as it appears on license* *State Issuing License*

Gender: Male Female Race: Asian Black Hispanic White Other

Signature: _____

Subscribed and sworn before me: Name _____ Date _____

Notary Public: _____ My Commission Expires On: _____

Applicant's Statement

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 St. Frances Cabrini, I hereby release St. Frances Cabrini 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 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 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 St. Frances Cabrini 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 St. Frances Cabrini Church 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, St. Frances Cabrini 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's Signature _____ Date _____

Print Name _____

Witness _____ Date _____

To be witnessed by a church staff member