

**THE NEW YORK AVENUE PRESBYTERIAN CHURCH
VOLUNTEER INFORMATION FORM**

Form Date: 14 October 2003

Thank you for your willingness to serve as a volunteer in an NYAPC program for children and youth. As a community of caring Christians, we strive to make the church a safe place for children and the adults who work with them. To that end, we ask each volunteer to complete the following information form and to provide three references. The information you offer here is confidential to the extent permitted by church procedures and civil law. This application form and the results of references and background checks will be kept in locked, secure files, accessible only to the NYAPC Pastor, the staff member responsible for Child Protection Coordination, and a small number of church leaders specified in the church's Child Protection Policy.

We realize that many of the questions on this Volunteer Information Form are very personal and sensitive in nature. However, this information is needed in order to make a complete evaluation. Due to the sensitive nature of these questions, you may refuse to answer any question, or you may discuss your answers in confidence with the staff member responsible for Child Protection Coordination or the Pastor rather than answering on this form. Answering "yes" to any question, or leaving a question unanswered will not automatically disqualify an applicant for work with children and youth. Please see the NYAPC Child Protection Policy for additional details about our procedures and process and the confidentiality of your information.

1. Name: _____
(last, first, middle, maiden)

If you have ever used another name, please indicate the name and time period(s):

Current Address: _____ City: _____ State: _____

Zip Code: _____ How long have you lived at this address? _____

Home Phone: _____

How long have you lived in the Washington metro region? _____

Sex: Male ___ Female ___ Birth date: _____

Social Security Number: _____

Driver's License: _____

(Please attach a photocopy of your current driver's license to this form.)

Place of Employment: _____

Work Phone Number: (_____) _____

2. Please describe your current job responsibilities (if applicable): _____

3. Are you a member of the New York Avenue Presbyterian Church? Yes ___ No ___

If so, date you became a member _____.

4. If not a member, when did you begin attending or participating at New York Avenue Presbyterian Church? _____.

5. Have you served, or are you serving, as a volunteer at any church, synagogue, mosque or other religious institution? If so, please state the name and address of the institution, the head of that institution, the time period(s) of your volunteer work and describe generally the nature of your volunteer work.

6. Have you served, or are you serving, as a volunteer for any civic organization? If so, please state the name and address of that organization, the person overseeing the volunteer work, the time period(s) of your volunteer work and describe generally the nature of your volunteer work. (You may limit your answer to the last three-year period.)

7. What qualities do you have that would help you work with children and/or youth?

8. Have you ever received training in the care and nurture of children and youth?

9. Would you be available for periodic volunteer training?
Yes ___ No ___

10. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's, educational institution's or organization's policy concerning harassment, sexual misconduct or child abuse?
Yes ___ No ___
(If yes, please explain.)

11. Have you ever resigned or been terminated from employment for sexual misconduct or harassment? Yes ___ No ___

12. Have you ever had your driver's license revoked, suspended or restricted for any reason?
Yes ___ No ___
(If yes, please describe the dates and reasons for each such occurrence.)

13. Have you ever been convicted of any criminal offense, misdemeanor or felony?

Yes ____ No ____

(If yes, please explain. Include any DWI.)

14. References: Please list the names, complete addresses and telephone numbers for three people who have known you for at least five years (other than relatives and NYAPC staff members) who are familiar with your character and abilities. References will be contacted.

Name: _____
Street Address: _____
City, State and Zip Code: _____
Work Phone Number: (____) _____
Home Phone Number: (____) _____
Number of Years Known: _____

Name: _____
Street Address: _____
City, State and Zip Code: _____
Work Phone Number: (____) _____
Home Phone Number: (____) _____
Number of Years Known: _____

Name: _____
Street Address: _____
City, State and Zip Code: _____
Work Phone Number: (____) _____
Home Phone Number: (____) _____
Number of Years Known: _____

I represent that each of my responses is truthful and accurate.

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

Waiver and Consent

I, _____, hereby certify that the information I have provided here is true and correct. I authorize the New York Avenue Presbyterian Church to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a criminal background check, if necessary, for the staff or volunteer position I wish to hold, or by other means, including contacting others whom I have not listed. I authorize the references and employers I have listed in this application as well as civil authorities to provide information, including opinions they may have regarding my character and fitness for the position for which I have applied. Furthermore, I waive any rights I may have to the confidentiality of any such information.

I have read this waiver and the entire application, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature: _____ Date: _____

Witness Signature: _____ Date: _____

The information contained in this form is confidential *to the extent permitted by church procedures and civil law.*