

BACKGROUND CHECK INFORMATION FORM
THE NEW YORK AVENUE PRESBYTERIAN CHURCH
1313 NEW YORK AVENUE NW, WASHINGTON DC 20005
Form Date: January 2014

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 new volunteer working directly with children and each new employee 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 person 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 Background Check 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 person responsible for Child Protection Coordination 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. **Questions 1-2 and 9-13 must be answered by all applicants. Questions 3-8 need only be answered by volunteers or employees seeking to work directly with children and/or 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):

Today's Date _____

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 church related job or volunteer responsibilities: _____

3. For Volunteers seeking to work directly with children and/or youth: Are you a member of the New York Avenue Presbyterian Church? Yes ___ No ___ If so, date you became a member

_____.

4. For Volunteers seeking to work directly with children and/or youth: If not a member, when did you begin attending or participating at New York Avenue Presbyterian Church?

5. For Volunteers and Employees seeking to work directly with children and/or youth: 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. For Volunteers and Employees seeking to work directly with children and/or youth: 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. For Volunteers and Employees seeking to work directly with children and/or youth: What qualities do you have that would help you work with children and/or youth?

8. For Volunteers and Employees seeking to work directly with children and/or youth: Have you ever received training in the care and nurture of children and youth?

9. 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.)

10. Have you ever resigned or been terminated from employment for sexual misconduct or harassment?
Yes ____ No ____
(If yes, please explain.)

11. 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.)

12. Have you ever been convicted of any criminal offense, misdemeanor or felony?
Yes ____ No ____
(If yes, please explain. Include any DWI.)

13. 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: _____

STATEMENT OF ACKNOWLEDGEMENT
THE NEW YORK AVENUE PRESBYTERIAN CHURCH
1313 NEW YORK AVENUE WASHINGTON DC 20005
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I have received and read a copy of The Child Protection Policy of The New York Avenue Presbyterian Church. I have read it, I understand it. I acknowledge the policy and procedures apply to me and that I agree to conduct myself in accordance with them. I will direct all questions and concerns regarding the policy to the person responsible for Child Protection coordination.

The New York Avenue Presbyterian Church will conduct reviews of its Child Protection Policy, and trainings on child protection, on an annual basis. I am expected and encouraged to attend these reviews and trainings.

I hereby certify that the information I have provided in my Background Check Information form 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, this background check may include contacting others 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.

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

Background checks will be renewed every three years, with prior written consent, for all employees and volunteers. I will be issued a Background Check Renewal Form at the time of renewal.

This form must be submitted before embarking on my duties at The New York Avenue Presbyterian Church.

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

Applicant Printed Name: _____

Signature: _____ Date: _____

Witness Printed Name: _____

Witness Signature: _____ Date: _____