

# Volunteer Application Form

## A. Personal Information

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

How long at present address? \_\_\_\_\_ How long in Michigan? \_\_\_\_\_

Do you have a current driver's license or a state ID? No \_\_\_ Yes \_\_\_

If yes, please list the number \_\_\_\_\_

Date of birth\*: \_\_\_\_\_ Sex\*: \_\_\_\_\_ Race\*: \_\_\_\_\_

\* Date of birth, sex and race are requested for purposes of identification in obtaining accurate records.

Please indicate the position(s) to be filled. \_\_\_\_\_

What is the length of commitment you can make (long or short term, one time)?  
\_\_\_\_\_

## B. Church History and Prior Work

Name of church of which you are a member \_\_\_\_\_

List (names and addresses) other churches you have attended regularly during the past five years.  
\_\_\_\_\_  
\_\_\_\_\_

List all previous church work involving children, youth or vulnerable adults (list each church's name and address, telephone number, contact person, type of work performed and dates).  
\_\_\_\_\_  
\_\_\_\_\_

List all previous non-church work involving children, youth or vulnerable adults (list each organization's name and address, telephone number, contact person, type of work performed and dates).  
\_\_\_\_\_  
\_\_\_\_\_

List any gift, calling, training, education, or other factor, which has prepared you for work with children, youth or vulnerable adults.  
\_\_\_\_\_  
\_\_\_\_\_

## C. Personal References

*Please list three professional and/or personal references (not including relatives) with complete addresses and phone numbers. References will remain confidential.*

Name/Relationship	Address	Phone
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1.

2.

3.

### **C. Abuse and Harassment Policy Summary**

*Recognizing God's tender love and concern for children and adults, we believe that it is Trinity Lutheran Church's responsibility to do everything reasonably possible to protect the children and adults of the congregation from any form of abuse while they are under our care. While it is impossible to completely protect those in our care, it is necessary that we take all reasonable precautions. It is also our responsibility to educate and guard our employees and volunteers from being suspected or falsely accused of wrongful behavior toward any youth or adult of this congregation. Therefore, we have created the following guidelines for the prevention of Abuse and Harassment within our congregation.*

#### **Guidelines for Those Working with Children and Youth**

1. Adults who have been convicted of either sexual or physical abuse should not volunteer services in any church sponsored activity or program for children or youth.
2. All volunteer or paid staff working with children or youth are required to be active worshipping participants of Trinity Lutheran Church for a minimum of six months and/or agree to a background check and an interview with the pastoral staff.
3. Volunteers and paid staff should observe the two adult/open door policy, which requires that an adult working with children or youth be accompanied by an adult partner and/or provide visual access to the room.
4. Volunteers and paid staff should avoid or limit situations where they may be the only adult in situations with children or youth off-site.
5. Volunteers or paid staff should immediately report suspected or inappropriate behaviors to the Youth Director or Church Administrator.

### **D. Applicant's Statement: (please read carefully before signing)**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions that they may have) regarding my character and fitness for children or youth work. I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization including recorded custodians, both collectively and individually from any and all liability for damages or whatever kind or nature in regard to their release of information. I expressly and fully waive all written notice of all prior individuals, church, youth organization, charity, employer, or any other person. I consent to the release of any information related to my job performance which is documented in my personnel file.

I further specifically waive written notice and agree to the divulging of any disciplinary reports, letters of reprimand, or other disciplinary action by all prior employers, individuals, church, youth organization, charity, or other individuals, and hereby release all prior employers, individuals, church, youth organization, or charity from all claims, liability, and damages that may result from furnishing the information to you.

I further understand that any dishonest, false, or incomplete answers on this application or in any subsequent interviews are grounds for immediate dismissal.

I authorize a Criminal Records Check to be conducted on me and that any information that pertains to any record of conviction contained in policy files or any criminal file maintained on me whether state or local be released to the church. In so authorizing, I release all Police departments, Trinity Lutheran Church, or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

Should my application be accepted, I agree to be bound by the policies of Trinity Lutheran Church in the performance of my services on behalf of the church.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

### **I have completed Abuse prevention training and have read the policy:**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_