

First Evangelical Covenant Church of Anchorage

Application for Volunteer Service With Children or Students

Name of Applicant: _____

Date Completed: _____

Confidential

Did you do the following?

- Complete General Information Questions
- Complete Personal Background Questions
- List three references
- Complete the top box on three Reference Request forms
- Read and sign Participation Covenant Statement
- Complete Area of Interest Questions
- Complete and sign Investigation Authorization Form
- Sign and date the Statement and Release

Administration Use Only

Reference Requests mailed? Date _____

Reference Requests returned? 1st Date _____

2nd Date _____ 3rd Date _____

Background check requested? Date _____

Type of check? _____

Background check returned? Date _____

Approval meeting? Date _____

Process complete? Date _____

March 2006

First Evangelical Covenant Church of Anchorage

General Information Questions

Name _____

Address _____

Work phone: _____ Home phone: _____

Cell phone: _____ Email: _____

Male Female Marital Status: M S D W

Will your spouse be involved in Children's Ministry? Yes No

Date of Birth _____

Employer _____

Current job responsibilities and schedule: _____

Previous work experience: _____

Special interests, hobbies, and skills: _____

Do you have your own transportation? Yes No

Would you be available for periodic volunteer training? Yes No

Have you placed your trust in Jesus?

Yes No If so, when? _____

Please briefly share your salvation experience with us:

Are you a member of First Evangelical Covenant Church of Anchorage? Yes No

If yes, how long have you been a member? _____

List name, address and telephone numbers of all other churches you have attended regularly within the past three years.

1. _____

2. _____

3. _____

First Evangelical Covenant Church of Anchorage

Personal Background Questions

The following questions help us assess the suitability of applicants for work with children and youth. Answering “yes” to any of these questions does not automatically make you ineligible to volunteer. We appreciate your honest response.

A. Why do you want to be involved in Children’s Ministries? _____

B. How were you parented as a child? _____

C. How do you discipline your own children? _____

D. Have you ever been charged, convicted of, or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? Yes No If yes, please explain fully: _____

E. Have you ever been exposed to an incident of child abuse or neglect? Yes No
If yes, how do you feel about the incident? _____

F. Were you physically or sexually abused as a child? Yes No If yes, please assess how this might affect your working with children: _____

G. Have you engaged in sexual activity (homosexual, fornication, pornography, adultery, etc.) outside the bonds of marriage within the past five years? Yes No If yes, please assess how this might affect your working with children: _____

H. Do you have any physical health, mental health, or behavioral problem that might be detrimental to the health, safety, or well-being of children? Yes No If yes, please explain fully: _____

I. Do you have a domestic violence problem or an alcohol or other substance abuse problem that can be detrimental to the health, safety, or well-being of children? Yes No If yes, please explain fully: _____

J. Have you sought counseling for any of these topics? Yes No _____

Do you need or desire counseling on any of these topics? Yes No _____

K. Have you ever been asked to leave a youth-worker position (church or otherwise)? Yes No
Please explain. _____

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Personal References

Please list three personal references (people who are not related you by blood or marriage) and provide a complete address and phone information for each. References are confidential.

1. Name: _____
Address: _____
Daytime phone: _____
Evening phone: _____
Relationship to reference: _____

2. Name: _____
Address: _____
Daytime phone: _____
Evening phone: _____
Relationship to reference: _____

3. Name: _____
Address: _____
Daytime phone: _____
Evening phone: _____
Relationship to reference: _____

Please complete the top box of the next three pages. These forms will be sent to your listed references.

First Evangelical Covenant Church of Anchorage

1145 C Street ♦ Anchorage, AK 99501 ♦ 907-277-3322 (phone) ♦ 907-279-6151 (fax)

Request for Reference for Ministry to Children and Students

(Please note that your responses will be kept confidential)

Applicant name: _____	Date: _____
I authorize the reference named below to release information about me. _____	
Applicant's Signature	

Under each general heading, please check the phrase that in your opinion most accurately describes the applicant.

LEADERSHIP: How well is she/he able to inspire and lead others?

- Poor leader
- Usually successful in directing and leading others
- Exceptional leader: inspires others

COOPERATION

- Works best alone
- Cooperates with others toward accomplishment of common goals
- Exceptionally successful in communication and working with others

JUDGEMENT

- Irresponsible
- Accepts responsibility and uses good judgement
- Exceptionally reliable and able to make good decisions

INITIATIVE

- Unorganized; lacks follow-through
- Accomplishes tasks of her/his own accord
- Industrious, energetic, dependable at all times

In what relationship, and for how long, have you known the applicant?

Is the applicant capable of working with people of ethnic and cultural backgrounds different from her/his own?

Would you be willing to place your child or any child for whom you are responsible under the applicant's care? Yes No If no, why not?

Would you like a pastor to call you about this applicant? Yes No

Reference completed by: _____
Please print name _____ Signature _____

Date: _____ Email: _____

Day phone: _____ Evening phone: _____

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PARTICIPATION COVENANT STATEMENT

First Evangelical Covenant Church of Anchorage is committed to provide a safe and enjoyable environment for all children, youth, volunteers, and paid staff who participate in ministries and activities sponsored by the church. The following policy statements reflect our congregation's commitment to preserve this church as a holy place of protection for all who would enter and as a place in which all people can experience the love of God through healthy relationships with others.

Guidelines for working with children and youth

1. No person who has been convicted of child abuse (either sexual abuse, physical abuse, mental abuse, or emotional abuse) should volunteer to work with children or youth in any church-sponsored activity.
2. All roles working with children and youth require that one be a regular attender of First Evangelical Covenant Church of Anchorage before beginning a volunteer assignment.
3. Persons working with children and youth shall attend regular training and team-building events provided by the church to keep volunteers informed of church policies and state laws regarding child abuse, and to keep them connected to the staff.
4. Persons working with children and youth shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Additional guidelines for working with youth

1. Effective leaders will carry on a relationally-based ministry, which at times will require one-on-one counseling/meeting with a youth. Any such counseling/meeting will be done in a manner and a setting that is public and accountable.
2. Avoid being alone with a youth.
3. Persons working with youth will not have "sleepovers" with youth, unless other First Evangelical Covenant Church of Anchorage volunteers are present and the staff has approved the sleepover.

I have read this Participation Covenant, and I agree to observe and abide by the policies set forth above.

Applicant's Name (full name) _____

Applicant's Signature _____ Date _____

First Evangelical Covenant Church of Anchorage

Area of Interest Questions

1. What age group most interests you?

- Birth – two years
- Two years – kindergarten
- Grades 1-5
- Grade 6-8 (Middle school)
- Senior High
- No preference

2. Which roles most interest you?

Sunday School

- Administrator
- Song leader
- Teacher
- Substitute teacher
- Teacher's helper
- Other, please describe _____

Youth Group

- Administrator
- Leader
- Substitute
- Helper
- Other, please describe _____

Vacation Bible School

- Administrator
- Song leader
- Teacher
- Crafts
- Helper
- Skit
- Recreation
- Other, please describe _____

After school program Administrator Other, please describe _____

Summer program Administrator Other, please describe _____

Evening program Administrator Other, please describe _____

Other ministry role not listed here, please describe _____

3. Which days of the week would you like to serve?

4. How many hours per week are you available to volunteer?

5. Can you make a one-year commitment to this volunteer role? Yes No

6. List any previous training or experience that might have prepared you for work with children or students.

First Evangelical Covenant Church of Anchorage

Investigation Authorization Form

We value the safety of the children in our care, our employees and volunteers, and the people we serve. As a result, we strive to take prudent measures to protect our human resources. First Evangelical Covenant Church of Anchorage conducts a complete and comprehensive investigation to determine the accuracy of all information gathered. Please provide all information required on this form.

Full Name: _____ Date of Birth: _____

Street Address: _____ Place of Birth: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Social Security #: _____

Driver's license # _____ State: _____ Expiration: _____

Current employer: _____ Work phone # _____

Print all names that have been used by applicant (if any) within the last 7 years (maiden name, other married name, etc. Include year of name change): _____

Number of years in Alaska: _____

If less than 7 years, please list all previous residences outside of Alaska in the past 7 years:

Street	City	State	Zip	County

Authorization:

I hereby authorize First Evangelical Covenant Church of Anchorage to request and receive any information and records concerning me, including, but not limited to, reference checks, criminal record history, driving, and employment reports. The information received will be kept confidential.

I authorize, without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes of conducting the necessary investigation.

Signature of Volunteer/Church Personnel

Date

First Evangelical Covenant Church of Anchorage

Applicant's Statement and Release

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to supply any information they might have regarding my character and abilities. I release all references from liability for any damage that may result from furnishing such information.

Applicant's Name (please print) _____

Applicant's Signature _____ Date _____