

APPENDIX A1

Children and Youth Ministries Volunteer Application Form - Adults

It is the goal of First Presbyterian Church Petaluma to create a safe and secure atmosphere for all children who participate in activities of this church. To facilitate that purpose, it is necessary to gather certain information from individuals offering volunteer services involving children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Personal Information

Name:			Date:
(first)	(middle)	(last)	
Other name(s) you have been known by:			
Address:			
Telephone:		Email:	
Date of Birth:		Social Security No:	
CA Drivers License:			
Ministry Area: <input type="checkbox"/> Children's <input type="checkbox"/> Youth <input type="checkbox"/> Facilities <input type="checkbox"/> other:			
Description: <input type="checkbox"/> Leader <input type="checkbox"/> Assistant <input type="checkbox"/> Driver			

References

List three references that are not related to you by birth or marriage. References that know of your work with youth or children are preferable. At least one reference must be a First Presbyterian Church Petaluma member.

	Reference 1	Reference 2	Reference 3
Name			
Title/Position			
Relationship to you (no relatives)			
Telephone (provide daytime and evening phone numbers when possible)			
Known how long?			
Office Use Only:			
Office Use Only			
CC			ML

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Applicant Name: _____

Requirements for Drivers of Children and Youth

1. The following rules apply when transportation by volunteers is being provided for children or youth for designated FPC activities.
 - 1.1 One of the designated leaders of the event must know the driver.
 - 1.2 Driver must be at least 25 years of age and under 70 years of age.
 - 1.3 Driver must have a valid California's driver's license for the vehicle being operated.
 - 1.4 Driver must have proof of insurance.
 - 1.5 Driver must sign an acknowledgement form indicating that they have read the FPC Children and Youth Safety Policies and Procedures for Volunteers and will abide by the procedures.
 - 1.6 The designated leaders of the event will not permit anyone to drive who appears to be under the influence of alcohol or drugs.
 - 1.7 There must be at least three people in the vehicle, either two adults and one child or youth or one adult and two children or youth. A Leader of children and/or youth may drive a single child or youth only with the prior permission of the parent of the child or youth.
2. The applicant must be clear for the past three years of the following: reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident or other similarly serious offenses. The applicant's history of speeding violations and at-fault accidents will also be taken into account prior to approving them to become a volunteer driver.
3. A copy of the driver's valid unrestricted California license and current automobile insurance policy declarations must be filed with the Church Office Coordinator, before a driver is approved to drive on church sponsored children or youth activities. Drivers must submit a copy of their insurance policy declarations to the church office annually, in January of each year.
4. All vehicles used to transport children and youth for designated FPC activities must be covered by a current automobile insurance policy with the following minimum coverages: liability insurance \$100,000/\$300,000; property damage \$50,000; medical coverage for passengers \$5,000.
5. All drivers are advised that in the event of an accident (by insurance rules) their insurance company is considered primary and the Church's insurance company is secondary.

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6. Drivers are responsible for providing a safe vehicle, including but not limited to the following:

- Minimum tread on tires (not bald or worn)
- Seat belts for all passengers
- Working lights, turn signals, mirrors
- Appropriate spare tire, highway flares or reflectors
- Normally operating engine
- Normal interior and exterior
- Normal mechanical systems, including steering and brakes

If the vehicle does not meet these safety expectations, it cannot be used to transport children or youth for designated FPC activities. It is the responsibility of the designated leaders of the event to decline the use of a vehicle that shows evidence of not meeting the above criteria.

7. The driver must confirm that all seat belts are fastened prior to departing and while the vehicle is in motion.

8. To drive a 10 passenger or more vehicle, the driver must have a current, valid California Commercial Class B or Class A driver’s license.

Vehicle Information

The following information must be provided by anyone that is volunteering to drive children or youth for church sponsored events or activities.

Vehicle(s) to be driven	
Manufacturer & Model	Manufacturer & Model
Year	Year
License Plate	License Plate
Registration Expiration	Registration Expiration
Insurance Company	Insurance Company
Policy Number	Policy Number

I declare that my driving record has been clear for the past three years of the following: reckless driving, driving under the influence of drugs or alcohol, leaving the scene of an accident or other similarly serious offenses.

Applicant Signature: _____

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Church History

1. What is your affiliation with First Presbyterian Church Petaluma?

- Member
- Active Participant
- None

2. How long have you had this affiliation? _____ (years/months)

3. List all churches you were a member of or attended on a regular basis in the past 5 years:

Prior Experience

1. Have you ever been a child/youth worker, instructor or volunteer before? Yes No

If yes, when and in what capacity? _____

2. Do you have any training/certification in first aid or CPR? Yes No

3. Do you have any special skills/talents (e.g. play an instrument)? Yes No

If yes what are they _____

4. Are you currently active in other church ministries (e.g. committees)? Yes No

If yes what are they _____

5. Please share why you have chosen to apply for this position and any other factors that you believe prepare you for this position: _____

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Background

We believe it is our responsibility to seek an adult staff that is able to provide healthy, safe and nurturing relationships. In order to accomplish this we need to ask some personal questions that may be uncomfortable. These questions are also required because of legal/judicial precedents where churches have been found liable due to incomplete screening of volunteer staff members. If you prefer, you may discuss your answer in confidence with a pastor rather than answering on this form. All applications are kept confidential.

1. Is there any circumstance that might call into question your being entrusted to work with or be in contact with children or youth? Yes No

Please comment: _____

2. Do you have any concerns about working with children or youth? Yes No

Please comment: _____

3. Are you now or have you ever been under investigation for a crime involving children or youth? Yes No

If yes was the allegation substantiated? Yes No

Please comment: _____

4. Have you ever been arrested and/or convicted of a crime involving actual or attempted sexual assault? Yes No

5. Have you ever been found responsible or guilty in any court for neglect or abuse of a child? Yes No

6. Have you ever been disciplined or dismissed from employment or volunteer positions following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? Yes No

7. Have you ever been the subject of a civil lawsuit involving investigation or allegation of sexual misconduct, sexual harassment, or other immoral behavior or conduct involving children, youth or adults? Yes No

8. Are you using illegal drugs? Yes No

Please comment: _____

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Acknowledgement and Authorization

1. Have you read, and do you understand and agree to abide by the "FPC Children and Youth Safety Policies and Procedures for Volunteers"? Yes No

2. Do you agree to observe all church policies regarding work with children or youth?
 Yes No

The information contained in this application is accurate to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by First Presbyterian Church Petaluma, I hereby release 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 any kind or nature which may at anytime result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

I understand that an authorized agent of First Presbyterian Church Petaluma will conduct criminal and sex offender background checks about me as permitted by law and will conduct reference checks about me as identified above. If I am applying to be a volunteer driver, I understand that the authorized agent of First Presbyterian Church Petaluma will also check for serious driving/traffic offenses. I understand background checks will be conducted on active volunteers biannually starting July 2008.

I authorize First Presbyterian Church Petaluma to conduct such checks and to issue a copy of this authorization form if requested by a prospective reference. I understand that the results of these checks are confidential and will be protected from disclosure as much as is reasonably possible. I also understand that any volunteer position with First Presbyterian Church Petaluma is conditioned upon acceptable results of the above-described background and reference checks, as determined by First Presbyterian Church Petaluma. Matters appearing on the criminal background check, unrelated to felony, violent, or sexual crimes will not necessarily disqualify me from a volunteer position with First Presbyterian Church Petaluma.

Should my application be accepted, I agree to be bound by the policies of First Presbyterian Church Petaluma and to refrain from prohibited behaviors in the performance of my services on behalf of the church.

I further state that **I have carefully read the foregoing release and know the contents thereof and I sign the release as my own free act.**

Print full name: _____

Signature: _____ Date: _____