

Dear potential staff or volunteer,

*We are so excited to have you join our amazing team of volunteers who cater to our children and youth at Eastside Christian Fellowship. Our ministry would not be possible without our gifted and dedicated team of volunteers who faithfully serve the body. Providing and maintaining a safe and healthy environment [on Sundays, Wednesdays and during special events] is of utmost importance to ECF and therefor requiring all potential volunteers to be screened and reviewed before they are allowed to serve.*

**Application Information Required**

1. Personal information: Name, address, etc.
2. Ministry information: Area of interest, gifts, talents, etc.
3. Procedures: Concerning the care and guidelines for ministering to children and youth.
4. A place for volunteers and staff to sign stating that they have read the procedures and agree to observe the safeguards.
5. Church History information: a five-year church, volunteer, or ministry history for staff and volunteer, leaders and supervisors.
6. Public Records Release Form: A brief form to be completed by volunteers and staff, which will be sent to IntelliCorp for a background check.
7. Two Professional References: Personal references are not valid. Must be former supervisors, managers or team leaders.

**Volunteer Training**

1. Staff overseeing Children’s Ministry and Youth Ministry, along with other ministries that involves minors, will be responsible for educating and reviewing ECF policies pertaining to minors with their volunteers on an annual basis.
2. All church staff and volunteers active in contact work with minors will have gone through the “Reducing the Risk of Abuse” policy and procedures during the annual volunteer training session.
3. Copies of the policy/DVD are available for any church member through the church Student Ministries office.
4. Understanding and implementing the Code of Conduct

**Reducing the Risk –Policies & Procedures to Reduce Risk of Abuse**  
**Code of Ethics Training Completed? \_\_\_\_\_ YES \_\_\_\_\_ NO**

**FOR OFFICE USE ONLY**

Application received on: \_\_\_\_\_ By: \_\_\_\_\_

IntelliCorp Background Check Request Date: \_\_\_\_\_

Reference Inquiries Made by: \_\_\_\_\_ Date: \_\_\_\_\_

Department Lead Approval \_\_\_\_\_ YES \_\_\_\_\_ NO

Volunteer Start Date: \_\_\_\_\_ Area: \_\_\_\_\_

Today’s Date: \_\_\_/\_\_\_/\_\_\_

**Children and Youth Staff and Volunteer Worker Application**

**CONFIDENTIAL**

*This application is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.*

Personal

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Mobile

Birth date: \_\_\_\_\_ Anniversary: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Social Security # \_\_\_\_\_

Marital status: Married \_\_\_\_\_ Single \_\_\_\_\_ Engaged \_\_\_\_\_ Separated \_\_\_\_\_  
Divorced \_\_\_\_\_ Remarried \_\_\_\_\_ Widowed \_\_\_\_\_

Have you any physical handicaps or conditions preventing you from performing certain types of activities relating to youth or children's work? \_\_\_\_\_ Yes \_\_\_\_\_ No. If yes, please explain:

\_\_\_\_\_

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? \_\_\_\_\_ Yes \_\_\_\_\_ No. If so, please explain:

\_\_\_\_\_

Do you currently use or have you been addicted to: \_\_\_\_\_ Alcohol; \_\_\_\_\_ Tobacco; \_\_\_\_\_ Illegal drugs?  
If so, please explain:

\_\_\_\_\_

CHURCH ACTIVITY

Do you attend Eastside Christian Fellowship regularly?

\_\_\_\_\_

(Over Please)

*Revised on 08/25/2016*

List (name, address and pastor's name) other churches you have attended regularly in the past five years:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all previous work involving children and youth (identify church and type of work):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any gifts, callings, training, education, or other factors that have prepared you for children/youth work.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES (not former employers or relatives)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*I give permission for a Criminal History Check to be made through **IntelliCorp** screening services.*

*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 they may have regarding my character and fitness for children/youth work. I release all such references from liability for any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect references provided on my behalf. Should my application be accepted, I agree to be bound by the Constitution and Bylaws and policies of Eastside Christian Fellowship and to refrain from unscriptural conduct in the performance of my services on behalf of the church.*

Applicants Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Parents Signature *(if applicant is under age 18)* \_\_\_\_\_ Date \_\_\_\_\_



## Volunteer/Staff Code of Conduct

We will **ALWAYS** be above reproach when interacting with minors both in and out of ECF functions/facilities.

Unfortunately, our world has become so stained that people are quick to jump to conclusions and assume inappropriate behavior. Our actions and intentions must always be pure and honoring to Christ. The subject of physical contact is so fragile with kids and should be taken with the utmost concern and seriousness by every staff member.

**The following are guidelines for appropriate/inappropriate conduct with minors:**

### Touch

#### Appropriate   Not Appropriate

- |   |  |
|---|--|
| a. handshakes and high-fives                    | a. Private back rubs, arm tickles, massages, etc.          |
| b. side, short, congratulatory or greeting hugs | b. Touching of private parts (no exceptions!)              |
| c. arm around the shoulders                     | c. touching a child in anger, disgust, or frustration      |
| d. piggybacks with young Minors                 | d. frontal hugs, do your best to avoid and do not initiate |
|   | e. sexual embraces   |
|   | f. lap and leg sitting                                     |
|   | g. kissing   |
|   | h. intimate wrestling                                      |
|   | i. tickling  |
|   | j. walking hand-and-hand with same gender                  |

## Talk

<b><u>Appropriate</u></b>	<b><u>Not Appropriate</u></b>
<ul style="list-style-type: none"><li>a. Verbal praise for achievement or behavior</li><li>b. Verbal encouragement</li><li>c. Biblically based teaching (non- sexual)</li><li>d. Normal, healthy conversation</li></ul>	<ul style="list-style-type: none"><li>a. Compliments or questions relating to physique or body development</li><li>b. Sexual jokes, homosexual innuendoes, or bathroom humor</li><li>c. Swearing or vulgar language</li><li>d. Verbal harassment or abuse</li><li>e. Individual secrets or special gifts</li><li>f. Sexual coaching or conversation</li></ul>

## Territory

<b><u>Appropriate</u></b>	<b><u>Not Appropriate</u></b>
<ul style="list-style-type: none"><li>a. Public one-on-one interaction (*see policy below)</li><li>b. Group or public environments</li></ul>	<ul style="list-style-type: none"><li>a. Sitting or lying on a bed with a minor</li><li>b. Private one-on-one interactions</li></ul>

### **Modesty [at camps/special events]**

Staff or minors shall never “sit around” or “walk around” the cabin or cabin area without a towel or clothing covering private areas. Towels must be worn at all times ....going to and from shower. (No exceptions!) It is against policy to display sexual body parts intentionally. (Even if it's a joke)

Removal of shorts, tops (for girls), or swimsuits will NOT be allowed for swimming and ANY time.

### **One on One's**

All one-on-one interactions with minors must be done in a public place with others visible and in a well-lit area. (Must be seen, but not necessarily heard) A third person is always encouraged in these settings.

**Consequences:** Any infraction of the above policy will be immediate grounds for dismissal with no chance of re-hire. A violation of one of these policies could not only be misunderstood by minors/staff, but result in legal consequences from parents.

**For the safety of our minors, keep each other accountable in love.**

**Thanks,**

StudentMinistries Department @ e a s t s i d e CHRISTIAN FELLOWSHIP

# DISCLOSURE for background Checks

As part of our placement background and investigation, we may obtain consumer reports or prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior "employers" to verify your volunteer/volunteer history. It may also include, but not be limited to, criminal history reports and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are also entitled to a copy of your Rights under the Fair Credit Reporting Act.

## AUTHORIZATION TO RELEASE INFORMATION to e a s t i d e CHRISTIAN FELLOWSHIP

I, _____ Last Name	_____ First Name	_____ Middle Name
_____ Current Address		_____ Dates Lived Here
Addresses for the Past Seven Years: (include street, city, state, zip code)		Dates of Residence:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____ Date of Birth	_____ Other Names Used (including maiden name)	_____ Years Used
_____ Social Security Number	_____ Driver's License #	_____ State

do hereby authorize verification of all information in my volunteer/volunteer application from all sources of volunteer, education, motor vehicle, criminal history, personal character and authorize any duly authorized agent of **IntelliCorp Records, Inc.** to obtain, whether the said records are public or private, and including those which may be deemed to be privileged or confidential in nature and I release all persons from liability on account of such disclosures. Information appearing on this Authorization will be used exclusively by **IntelliCorp Records, Inc.** for identification purposes and for the release information which will be considered in determining any suitability for volunteer/volunteering. I certify that I have made true, correct, and complete answers and statements on my volunteer application, any supplements to it and in any interview in the knowledge that they will be relied upon in considering my application for volunteer/volunteering. I agree to provide additional information that may be requested to process my volunteer/volunteering application. I authorize without reservation, any party or agency contacted by **IntelliCorp Records, Inc.** to furnish the above-mentioned information. This authorization is valid during the course of my volunteer/volunteering to the extent permitted by law.

I have the right to make a request to **IntelliCorp Records, Inc.** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc.** has previously furnished within the two year period preceding my request.

I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection to volunteer and my discharge after volunteering.

_____	_____	_____
Printed Name	Applicant Signature	Date

**CALIFORNIA, OKLAHOMA, and MINNESOTA RESIDENTS ONLY:** If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.

**DISCLAIMER: THIS FORM IS NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY. WE MAKE NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN. WE MAKE NO WARRANTY THAT THIS FORM IS APPROPRIATE FOR YOUR PARTICULAR NEEDS.**