

# WESTSIDE KIDS CHURCH

## Volunteer Application

### Why do Volunteers need to complete an application form?

At Westside King's Church we are committed to making Kids Church a happy, safe place to be - both for kids and for the volunteers who work with them. This application form is the result of expert advice from educational, legal and law enforcement professionals, from other churches, and from the parents and volunteers who work with our kids. Some of the factors which have been taken into consideration are:

- **Our philosophy of staffing** - We believe that what makes our community unique is the variety of gifts God has brought to us through both paid and volunteer staff.. Although we are looking for candidates to fill specific positions, we recognize that each person who joins us has interests and abilities which go beyond a particular job. We hope our application procedure will help us to get to know you better.
- **We have a moral and legal obligation to protect kids** - We do not want to be found negligent in doing all we can to be sure the staff we recruit are suitable caretakers. Negligence is defined as "the omission to do something which a reasonable man, guided upon those considerations which ordinarily regulate the conduct of human affairs, would do, or doing something which a prudent man would not do." Prudence dictates that volunteers who work with minors be screened. We do not discriminate. All staff are required to complete the process - whether we have known them all of our lives or we have just met them.
- **We have an obligation to protect our staff** - The media has published numerous reports of allegations of misconduct on the part of child care personnel - some have proven to be true, many have not. We desire to provide a safe environment by carefully screening staff, and by having them follow appropriate policies and procedures. This protects the staff as well, because if there is no opportunity for the occurrence of inappropriate conduct, there can be no foundation for accusations.

# CONFIDENTIAL

## Westside King's Church Children's Ministries Application and Liability Questionnaire

*This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is used to help Westside King's Church provide a safe and secure environment for children who participate in our programs.*

Date \_\_\_\_\_

Name \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First Middle Month Day Year

Address \_\_\_\_\_  
Apt/Number Street City Prov Postal Code

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_  
(cell) \_\_\_\_\_ (fax) \_\_\_\_\_

E-mail \_\_\_\_\_

Your age group:  11-14  15-17  18-30  30+

What age of children do you prefer to work with?  
 Nursery  Toddlers  Preschool  School Age

Have you ever been certified in C.P.R.?  No  Yes Date: \_\_\_\_\_

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

How long have you attended Westside King's Church? \_\_\_\_\_

What other area(s) of ministry are you involved in at Westside King's Church?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell about yourself. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



All volunteers and workers in Kids Church are considered to be leaders as they represent Westside King's Church to those we serve.

NOTE: A "yes" answer does not automatically disqualify you from leadership. We believe that with God's help people can change and that serving others can be an important part of that process.

Have you ever been asked to step down from a leadership position?..... Yes  No

If yes, briefly describe

Have you ever been arrested?..... Yes  No

If so, briefly describe

Have you ever been charged with a criminal offense?..... Yes  No

If so, briefly describe

Have you ever been pursued for suing or been formally sued?..... Yes  No

If yes, briefly describe

Have you participated in activities in the past that if known publicly might hurt your reputation or credibility as a leader?..... Yes  No

We ask these next questions as an indication of your commitment to engage in an honorable lifestyle that reflects the moral direction we understand from the scriptures.

Do you agree to refrain from the following behavior we believe to be inappropriate for those in leadership:

- Speaking unkindly to others (yelling, name calling, putdowns)... Yes  No
- Mistreating others you lead..... Yes  No
- Using your leadership position for personal gain..... Yes  No
- Gossip or maligning others..... Yes  No
- Excessive consumption of alcohol..... Yes  No
- Consumption of recreational drugs (e.g. marijuana)..... Yes  No
- Excessive gambling..... Yes  No
- Viewing of pornography..... Yes  No
- Premarital sex..... Yes  No
- Extramarital sex..... Yes  No
- Homosexual sex..... Yes  No
- Appearance of sexual indiscretion..... Yes  No
- Living common-law..... Yes  No

Do you agree to commit yourself to the following behaviors we believe to be appropriate for those in leadership:

- Keep personal information you learn about others confidential..... Yes  No
- Deal with others graciously..... Yes  No
- Respect others around you..... Yes  No
- Encourage others around you..... Yes  No
- Deal with relational conflicts immediately..... Yes  No
- Take responsibility for your actions..... Yes  No
- Fulfill your commitments..... Yes  No
- Maintain a healthy spiritual life (prayer, scripture)..... Yes  No

Additional Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Personal References** (not relatives)

1. Name \_\_\_\_\_  
(H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Relationship \_\_\_\_\_

2. Name \_\_\_\_\_  
(H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
Relationship \_\_\_\_\_

**Police Security Checks** are done on all leaders, age 18 and over. Results are held in strictest confidence. *Please attach to this application, photocopies of two government issued identification cards.* One must be photo ID such as:

- Driver's or Learner's License
- Passport
- Citizenship Card, or
- Photo ID obtained from any Motor Vehicle Registry Office

The other piece of ID can be:

- Social Insurance Card
- Birth Certificate, or
- Alberta Health Care Card

### **Applicant's Statement**

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information they may have regarding my character and fitness for children's 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 policies of Westside King's Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I also grant permission to Westside King's Church to initiate a police security check for the purposes of my protection against false allegations and for the protection of the children I will be working with. I consent to such an investigation with the understanding that the results will be kept confidential. I agree to adhere to any child protection guidelines of Westside King's Church.

I understand that if my character or morals should be inappropriate and/or criminal at any time during the time I volunteer in Westside Kids Church, Westside King's Church will be entitled to terminate my assistance without expressed cause or prior notice, regardless of any other verbal or written statements by Westside King's Church prior to, at, or following the date of volunteer service.

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

If applicant is a minor,  parent or  legal guardian (check one) must also sign.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

