



Aldersgate United Methodist Church
2313 Concord Pike Wilmington, DE 19803 (302) 478-2575 www.aldersgatede.org

Safe Sanctuaries Policy

January 2009

"This policy statement is superseded by The Book of Discipline of the United Methodist Church and is meant to support the disciplinary process where appropriate."

Introduction

The intent of this *Safe Sanctuaries* policy of the Peninsula-Delaware Conference is to prevent child abuse in local churches and within the Peninsula-Delaware Conference and to protect local churches, their staff and clergy from allegations of improper conduct. Further, the policy is intended to provide requirements for laity, clergy, and lay employees of the Peninsula-Delaware Conference and the local church in the adoption of Safe Sanctuaries policies and the implementation of operating procedures for each church and for Peninsula-Delaware Conference events. These policies and operating procedures must respond to the expectation that "children must be protected from economic, physical, emotional, and sexual exploitation and abuse" (The Book of Discipline of the United Methodist Church 2004, The Social Principles ¶162C, page 106, see *Appendix I*) and the requirements of local churches and Peninsula-Delaware Conferences adopted by the United Methodist Church in 2004 (The United Methodist Book of Resolutions 2004, 65. Reducing the Risk of Child Sexual Abuse in the Church, ADOPTED 1996, READOPTED 2004, see *Appendix II*.)

In addition, this *Safe Sanctuaries* policy reinforces the commitment of the Peninsula-Delaware Conference and its laity, clergy and staff to the demonstration of the love and care of Jesus Christ affirmed in the Baptismal covenant, so that each child and youth will be "nurture(d)... in Christ's holy church..." (The United Methodist Hymnal, Baptismal covenant II, page39-43, see *Appendix III*.)

Theological Foundation

"Whoever welcomes [a] child . . . welcomes me. If any of you put a stumbling block before one of these little ones . . . it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:5-6, NRSV.)

"The Lord answer you in the day of trouble! The name of the God of Jacob protect you! May he send you help from the sanctuary, and give you support from Zion."

(Psalms 20:1-2, NRSV)

"He has told you, O mortal, what is good; and what does the Lord require of you but to do justice, and to love kindness, and to walk humbly with your God?" (Micah 6:8, NRSV)

Policy Statement

The Peninsula-Delaware Conference is committed to providing a safe and secure environment for all children, youth, and adults who participate in ministries and activities sponsored by local churches and within the Peninsula-Delaware Conference. Therefore, the Peninsula-Delaware Conference and each local church or charge shall adopt a *Safe Sanctuaries* Policy and Operating Guidelines and forms that are substantively based upon and conform to the materials presented in the document, "*Safe Sanctuaries for Youth*" written by Joy Thornburg Melton and published by Discipleship Resources (ISBN 0-88177-404-9.) These policies and operating guidelines will require that all adult clergy, staff and volunteers working with children and youth be trained in understanding and conformity to those policies and guidelines. This policy requires each church to obtain a copy of this resource to use as a reference and to make it available to local church leadership.



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Operating Guidelines

1. The local church will adopt and implement a *Safe Sanctuaries* policy. This policy may be combined with the local church Sexual Ethics policy.
2. The local church will identify the responsible entity ("SAFE" Team) for ensuring implementation of the *Safe Sanctuaries* policy. This team may include the pastor and representation from Staff Parish Relations Committee, Trustees, and a person responsible for educational ministries.
3. The local church *Safe Sanctuaries* policy will be reviewed annually by the SAFE Team. Modifications shall be made, as necessary, to the Church Council or Administrative Board.
4. Annual training in *Safe Sanctuaries* Policy and Operations and first aid* and CPR* will be sponsored by the Staff Parish Relations Committee for every adult volunteer or employee interacting with children. Trainings are recommended to be held twice a year. (*First aid and CPR may be coordinated with other community groups such as Fire companies or the Red Cross or local health department.)
5. Annual review of all church facilities accommodating children and youth activities will be made by the Trustees, including but not limited to Sunday school rooms & doors, age and activity appropriate equipment; first aid kits & fire extinguishers, and 9-1-1 postings by all telephones.
6. The SAFE Team and will oversee *Safe Sanctuaries* Operations ensuring procedures are adhered to:
 - A. The *six month membership rule* advises newcomers that they must get to know us and we must get to know them before we offer them responsibility for our children. *Safe Sanctuaries* Operating Guidelines should be included in all new member orientations.
 - B. Each volunteer or employee must complete the following forms* and meet with the SAFE Team, or their designee, prior to assignment to a child or youth program: written application, personal reference forms, combined drivers license & criminal background check, participation covenant. (*Sample forms are found in *Safe Sanctuaries for Youth*.) These confidential records must be kept in a locked file in the church office.
 - C. Individuals who have been convicted of any crime against a child or teenager will not be accepted as a worker with children and youth.

Basic Procedures for Safe Ministry

1. *Appropriate Interpersonal Boundaries* are to be maintained between adults and children so youth may experience relationships that are healthy physically and spiritually. Adults must role model respectful and nurturing behaviors that do not interfere with another person's privacy. Examples include appropriate: dress, language, and demonstrations of affection. "If it is not yours, don't touch it."
2. *The Two- Adult Rule* means no fewer than two adults [unrelated by blood or marriage] will be present at all times during any church sponsored program or event.
3. *The Five-Years-Older Rule* requires adult volunteers to be at least 5 years older than the youth they lead.
4. *No Worker Under the Age of Eighteen* may serve in an adult capacity. Younger youth willing to assist a teacher may serve as an extra set of hands, but may not replace the second adult and they must be at least 5 years older than the children.
5. *Windows in All Classroom Doors* removes the opportunity for secrecy and isolation. Each room set aside for use by children and/or youth should have a door with a window or half-door.



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6. *Open-Door Counseling* is required for youth and, when confidentiality concerns allow, other people must be present. Any counseling need of any youth or the youth's family should be reported to the Pastor.

7. *Limited Counseling Sessions* requires referral to a counselor with expertise in the need of the youth beyond two to three sessions.

8. *Advance notice to parents* with full information about the event youth will be participating in is required. Before the event, parents must give written permission for their child to participate and must be notified if a worker will be alone with a child, such as on the last leg of a transportation route.

9. *Participation Covenant for All Participants and Leaders* should be adopted for establishing behavior standards.

10. *Parent and Family Education* about the local church's *Safe Sanctuaries* plan to prevent abuse within ministry is required.

11. *Appropriate Equipment and Supervision* includes *transportation considerations* such as ensuring that personal vehicles are properly functioning and properly insured; *sleeping arrangements* if an overnight stay is involved; and *Youth Group Websites*. Any activity that will take place away from the church must be brought to the SAFE Team for detailed planning before is it presented to the children or youth.

12. *Bathroom procedures* for children and youth include: children under five should be escorted to the bathroom. A buddy system for children should be practiced.

13. *Reporting Procedures for Allegations of Abuse*. The Book of Discipline (2004 ¶341.5) requires that Pastors report suspected abuse wherever it occurred and whether it is physical, sexual, psychological, ritual or neglect. Information about local child abuse/child advocacy services should be included in the church policy. Any suspected abuse identified in the church must be reported to the pastor or to members of the SAFE Team if it is alleged to involve the pastor.

If abuse is alleged to have occurred at a Peninsula-Delaware Conference or church event or on church property, the following steps should be taken by the pastor and/or SAFE Team:

- A. Notify parents of victims and assure the victim's safety.
- B. Treat the alleged abuser with dignity, not anger and remove him/her from further involvement with youth.
- C. Report the alleged abuse to the local child abuse service or local police.
- D. Notify the District Superintendent, the church's attorney, and the church's insurance agent.
- E. Do not speak with the media. Refer the media to the Peninsula-Delaware Conference.
- F. Keep a written record of the steps taken by the church in response to allegations of abuse.
- G. The Pastor or District Superintendent will handle notification of the congregation as appropriate.
- H. Be prepared to cooperate fully with the investigation.

14. *Additional forms to be used in implementing Safe Sanctuaries* which can be found in *Safe Sanctuaries for Youth* (Pages 75-94) are: Note to Outside Groups Using our Facility, Report of Suspected Incident of Youth Abuse, Accident Report Form.

Policy Oversight and Implementation

Policy oversight and implementation will be shared by the Peninsula-Delaware Conference Director of Young People's Ministries and the Peninsula-Delaware Conference CARE Team.

Certification

Certification as a *Safe Sanctuaries Church* will be awarded by the Peninsula-Delaware Conference when the following requirements are met:



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1. Documentation of Operating Guidelines.
2. At least one member of the congregation and the pastor attend a Peninsula-Delaware Conference sponsored *Safe Sanctuaries* training every quadrennium.
3. The Trustees of the church document consultation with the church insurer regarding adequacy of coverage and completion of any recommendations made by the insurer to enhance safety of children and vulnerable adults.
4. The Conference Director of Young People's Ministries or a CARE Team representative has completed a certification visit and check list.

Appendix I: The Book of Discipline of the United Methodist Church 2004, Social Principles

¶ 162. III. THE SOCIAL COMMUNITY, C) Rights of Children

The rights and privileges a society bestows upon or withholds from those who comprise it indicate the relative esteem in which that society holds particular persons and groups of persons. We affirm all persons as equally valuable in the sight of God. We therefore work toward societies in which each person's value is recognized, maintained, and strengthened. We support the basic rights of all persons to equal access to housing, education, communication employment, medical care, legal redress for grievances, and physical protection. We deplore acts of hate or violence against groups or persons based on race, ethnicity, gender, sexual orientation, religious affiliation, or economic status...

C) Rights of Children— Once considered the property of their parents; children are now acknowledged to be full human beings in their own right, but beings to whom adults and society in general have special obligations. Thus, we support the development of school systems and innovative methods of education designed to assist every child toward complete fulfillment as an individual person of worth. All children have the right to quality education, including full sex education appropriate to their stage of development that utilizes the best educational techniques and insights. Christian parents and guardians and the Church have the responsibility to ensure that children receive sex education consistent with Christian morality, including faithfulness in marriage and abstinence in singleness. Moreover, children have the rights to food, shelter, clothing, health care, and emotional well-being as do adults, and these rights we affirm **as theirs** regardless of actions or inactions of their parents or guardians. In particular, children must be protected from economic, physical, emotional, and sexual exploitation and abuse.

Appendix II: The Book of Resolutions of the United Methodist Church 2004, 65. Reducing the Risk of Child Sexual Abuse in the Church

Jesus said, "Whoever welcomes [a] child . . . welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the church and in the realm of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones . . . it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children. The Social Principles of The United Methodist Church state that "children must be protected from economic, physical, emotional and sexual exploitation and abuse" (¶ 162C).

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse¹ occur in churches, large and small, urban and rural. The



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problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Most Peninsula-Delaware Conferences can cite specific incidents of child sexual abuse and exploitation within churches. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church, and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

1. "Ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be.

2. God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong. In response to this church wide challenge, the following steps should be taken to reduce the risk of child sexual abuse:

A. Local churches should:

1. Develop and implement an ongoing education plan for the congregation and its leaders on the reality of child abuse, risk factors leading to child abuse, and strategies for prevention;

2. Adopt screening procedures (use of application forms, interviews, reference checks, background clearance, and so forth) for workers (paid and unpaid) directly or indirectly involved in the care of children and youth;

3. Develop and implement safety procedures for church activities such as having two or more nonrelated adults present in classroom or activity; leaving doors open and installing half-doors or windows in doors or halls; providing hall monitors; instituting sign-in and sign-out procedures for children ages ten or younger; and so forth;

4. Advise children and young persons of an agency or a person outside as well as within the local church whom they can contact for advice and help if they have suffered abuse;

5. Carry liability insurance that includes sexual abuse coverage;

6. Assist the development of awareness and self-protection skills for children and youth through special curriculum and activities; and

7. Be familiar with Peninsula-Delaware Conference and other church policies regarding clergy sexual misconduct.

B. Peninsula-Delaware Conferences should:

1. Develop safety and risk-reducing policies and procedures for conference-sponsored events such as camps, retreats, youth gatherings, childcare at conference events, mission trips, and so forth; and

2. Develop guidelines and training processes for use by church leaders who carry responsibility for prevention of child abuse in local churches. Both sets of policies shall be developed by a task force appointed by the cabinet in cooperation with appropriate conference agencies. These policies shall be approved by the Peninsula-Delaware Conference and assigned to a conference agency for implementation. It is suggested that the policies be circulated in conference publications and shared with lay professionals and clergy at district or conference seminars.

C. The General Board of Discipleship and the General Board of Global Ministries should:

1. Cooperatively develop and/or identify and promote the following resources;

2. Sample policies, procedures, forms, and so forth for reducing the risk of sexual abuse and exploitation of children and youth in local churches, both in relation to their own



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sponsored programs and to any outreach ministries or other programs for children or youth that use church space;

3. Child abuse prevention curriculum for use in local churches;
4. Training opportunities and other educational resources on child sexual abuse and exploitation and on ritual abuse; and
5. Resources on healing for those who have experienced childhood sexual trauma.

ADOPTED 1996, READOPTED 2004 See Social Principles, ¶ 162C.

Appendix III: The United Methodist Hymnal, Baptismal Covenant II, pages 39-43.

THE BAPTISMAL COVENANT II - HOLY BAPTISM FOR CHILDREN AND OTHERS UNABLE TO ANSWER FOR THEMSELVES

This service is ... designed for use when the only persons being baptized are (1) children who cannot take their own vows or (2) youths or adults who have not reached the developmental stage of making decisions for themselves. It is not designed for the baptism of persons who take their own vows, or for confirmation or reaffirmation of faith.

INTRODUCTION TO THE SERVICE Brothers and sisters in Christ: Through the Sacrament of Baptism we are initiated into Christ's holy Church. We are incorporated into God's mighty acts of salvation and given new birth through water and the Spirit. All this is God's gift, offered to us without price.

PRESENTATION OF CANDIDATES A representative of the congregation presents the candidates: **I present Name(s) for baptism.**

RENUNCIATION OF SIN AND PROFESSION OF FAITH On behalf of the whole Church, I ask you: Do you renounce the spiritual forces of wickedness, reject the evil powers of this world, and repent of your sin? **I do.**

Do you accept the freedom and power God gives you to resist evil, injustice, and oppression in whatever forms they present themselves? **I do.**

Do you confess Jesus Christ as your Savior, put your whole trust in his grace, and promise to serve him as your Lord, in union with the Church which Christ has opened to people of all ages, nations, and races? **I do.**

Will you nurture these children (persons) in Christ's holy Church, that by your teaching and example they may be guided to accept God's grace for themselves, to profess their faith openly, and to lead a Christian life? **I will.**

Do you, as Christ's body, the Church, reaffirm both your rejection of sin and your commitment to Christ? **We do.**

Will you nurture one another in the Christian faith and life and include these persons now before you in your care? **With God's help we will proclaim the good news and live according to the example of Christ. We will surround these persons with a community of love and forgiveness that they may grow in their service to others. We will pray for them, that they may be true disciples who walk in the way that leads to life.**

Let us join together in professing the Christian faith as contained in the Scriptures of the Old and New Testaments. Do you believe in God the Father? **I believe in God, the Father Almighty, creator of heaven and earth.**

Do you believe in Jesus Christ? **I believe in Jesus Christ, his only Son, our Lord, [who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, died, and was buried; he descended to the dead. On**



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the third day he rose again; he ascended into heaven, is seated at the right hand of the Father, and will come again to judge the living and the dead.]

Do you believe in the Holy Spirit? **I believe in the Holy Spirit, [the holy catholic* church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.]**

THANKSGIVING OVER THE WATER The Lord be with you. **And also with you.** Let us pray.

Eternal Father: When nothing existed but chaos, you swept across the dark waters and brought forth light. In the days of Noah you saved those on the ark through water. After the flood you set in the clouds a rainbow. When you saw your people as slaves in Egypt, you led them to freedom through the sea. Their children you brought through the Jordan to the land which you promised. ****Sing to the Lord, all the earth. Tell of God's mercy each day.**

In the fullness of time you sent Jesus, nurtured in the water of a womb. He was baptized by John and anointed by your Spirit. He called his disciples to share in the baptism of his death and resurrection and to make disciples of all nations. ****Declare his works to the nations, his glory among all the people.**

Pour out your Holy Spirit, to bless this gift of water and those who receive it, to wash away their sin and clothe them in righteousness throughout their lives, that, dying and being raised with Christ, they may share in his final victory. ****All praise to you, Eternal Father, through your Son Jesus Christ, who with you and the Holy Spirit lives and reigns for ever. Amen.**

BAPTISM WITH LAYING ON OF HANDS Christian Name(s), I baptize you in the name of the Father, and of the Son, and of the Holy Spirit. **Amen.**

The Holy Spirit work within you, that being born through water and the Spirit, you may be a faithful disciple of Jesus Christ. **Amen.**

Now it is our joy to welcome our new sisters and brothers in Christ. **Through baptism you are incorporated by the Holy Spirit into God's new creation and made to share in Christ's royal priesthood. We are all one in Christ Jesus. With joy and thanksgiving we welcome you as members of the family of Christ.**

COMMENDATION AND WELCOME The pastor addresses the congregation: Members of the household of God, I commend these persons to your love and care. Do all in your power to increase their faith, confirm their hope, and perfect them in love.

We give thanks for all that God has already given you and we welcome you in Christian love. As members together with you in the body of Christ and in this congregation of The United Methodist Church, we renew our covenant faithfully to participate in the ministries of the Church by our prayers, our presence, our gifts, and our service, that in everything God may be glorified through Jesus Christ.

The pastor addresses those baptized and their parents and sponsors: The God of all grace, who has called us to eternal glory in Christ, establish you and strengthen you by the power of the Holy Spirit that you may live in grace and peace.

Safe Sanctuaries Checklist for Operating Guidelines/Procedures for the Charge Conference

Persons completing this Form: (Pastor, SPRC Chair, Trustees Chair, Director of Children's Ministry)

At the June 2008 Annual Conference of the Peninsula-Delaware Conference a Safe Sanctuaries Policy for Children and Youth was passed. All churches are expected to become compliant with the policy as soon as is reasonably possible. The full Safe Sanctuaries policy is available on the conference website at:



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<http://www.pen-del.org> under “Ministries/CARE team”. Training opportunities will be provided on each district. Churches that have met all of the policy and operating guidelines and submitted appropriate documentation will receive certification as a Safe Sanctuaries church. A copy of this checklist shall be attached to the church’s annual ministry covenant.

Operating Guidelines/Procedures

1. SAFE team in place
2. Annual review of Safe Sanctuaries Policy and Operations by the SAFE team
3. Annual training in Safe Sanctuaries Policy and Operations and First Aid/CPR – Pastor Parish Relations Committee arranges for every adult volunteer and employee interacting with children
4. Trustees conduct annual review of all church facilities accommodating children and youth activities
5. Six-month Membership Rule enforced
6. Children/Youth Volunteers and Employees complete mandated forms
7. Children/Youth Volunteers and Employees complete participation covenant
8. Children/Youth Volunteers and Employees complete background screening checks
9. Children/Youth Volunteers and Employees maintain appropriate interpersonal boundaries
10. The Two-Adult Rule in place
11. The Five-Years-Older Rule in place
12. All workers are over the age of 18
13. Windows on all classroom doors
14. Open-Door Counseling
15. Limited Counseling Sessions
16. Advance Notice is provided to Parents before trips/youth events.
17. Signed Permission Slips are received from Parents
18. Frequent Opportunities for Parent and Family Education about the church’s Safe Sanctuaries plan to prevent abuse within ministry
19. Appropriate Equipment and Supervision (including transportation considerations)
20. Established Bathroom Procedures for Children & Youth
21. Established Reporting Procedures for Allegations of Abuse



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Safe Sanctuaries Participation Covenant Statement

The congregation of Aldersgate is committed to providing a safe and secure environment for all children, youth, and adults who participate in ministries and activities sponsored by the church. The following statements reflect our congregations' commitment to preserving this church as a holy place of safety and protection for all who would enter and as a place in which all people can experience the love of God through relationships with others.

1. No adult who has been convicted of child abuse (either sexual abuse, physical abuse, or emotional abuse) should work with children or youth in any church sponsored activity.
2. Adult survivors of child abuse need the love and support of our congregation. Any adult survivor who desires to work with children or youth is encouraged to discuss his/her willingness with one of our church's ministers before accepting an assignment.
3. Adults working with children and youth shall observe the "Two-Adult Rule" at all times so that no adult is ever left alone with children or youth.
4. Adults working with children and youth shall attend regular training and educational events provided by the church to keep informed of church policies and state laws regarding child abuse.
5. Adults shall immediately report to their supervisor any behavior that seems abusive or inappropriate.

Please answer the following questions:

1. As an adult in this church, do you agree to observe and abide by all church policies regarding working in ministries with children and youth? __ Yes __ No
2. As an adult in this congregation, do you agree to observe the "Two-Adult Rule" to the best of your ability? __ Yes __ No
3. As an adult in this church, do you agree to abide by the six-month rule before beginning a volunteer assignment? __ Yes __ No
4. As an adult in this church, do you agree to participate in training and educational events provided by the church related to your assignment? __ Yes __ No
5. As an adult in this church, do you agree to promptly report abusive or inappropriate behavior to your supervisor? __ Yes __ No
6. As an adult in this church, do you agree to discuss with a minister of this church your experience, if any, as a survivor of child abuse? __ Yes __ No
7. As an adult of this church, do you agree to inform a minister of this church if you have ever been convicted of child abuse? __ Yes __ No

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

Please sign and return to the Director of Children's or Student Ministry mailbox. SMJ12/08

Print Name _____

Signature _____ Date _____



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Notice to Applicants/Employees Regarding Consumer Reports

A consumer report and/or an investigative consumer report including information concerning your employment history, police record, education, qualifications, motor vehicle record, and/or credit and indebtedness may be obtained in connection with your application for and continued employment with Aldersgate United Methodist Church. A consumer report and/or an investigative report may be obtained at any time during the application process or during your employment period with Aldersgate. Upon timely written request of the Staff Parish Relations Committee, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the consumer report will be disclosed to you.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer report, you will be provided a copy of the report, the name address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act, as well as additional information on your rights under the law.

I hereby acknowledge that I have read the above statement and understand it's content.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____



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Authorization for Release of Personal Record Information

NAME: **first middle last**

Social Security Number

To whom it may concern:

* I have read the attached "Notice to Applicants/Employees Regarding Consumer Reports" and hereby authorize the company to obtain consumer reports and/or investigative consumer reports as described.

* I understand that I have the right to make a written request within a reasonable amount of time to receive additional, detailed information about the nature and scope of any investigative report or other consumer reports that are made, including the name, address and telephone number of the consumer reporting agency.

* I hereby authorize and request any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish bearer with any and all information in their possession regarding me, in order that my employment qualifications may be evaluated. I hold said persons and/or organizations blameless and without liability for statements or opinions made regarding my character, experience or qualifications I am willing that a photocopy of this authorization be accepted with the same authority as the original.

I hereby acknowledge that I have read the above statement and have understood it.

SIGNATURE: _____ Date: _____

DATE OF BIRTH: ____month____ day ____year PHONE # (____) _____ - _____

Are you currently employed? : [] YES [] NO; If so, may we contact your present employer? : [] YES [] NO

OTHER NAMES USED (include maiden, married, nickname, name change):

_____ Dates Used From: _____ To: _____

_____ Dates Used From: _____ To: _____

CURRENT & FORMER ADDRESSES (please start with current address; include dates of residence)

Number, Street , City, State, Zip Start Date/End Date

DRIVERS LICENSE NO.: _____ State: _____

Name of Highest School Attempted/Year Graduated _____:

Location of School (City, State, Country): _____