

Volunteer Application

*This application must be completed by anyone seeking an opportunity for volunteer ministry at **Santa Clarita Foursquare Church** (also known as **The Church On The Way Santa Clarita**). This is **NOT** an application for employment. This application and the attached forms will only be used by the church staff to assist you in finding the place of ministry God has for you, and to help provide a safe and secure environment for the children and youth who participate in our programs and ministries, and who use our facilities. Some of these questions are required by legal/judicial precedent in actions taken against churches where liabilities were determined due to incomplete screening of volunteer staff members. Please help us by answering ALL the questions asked. All information will be kept confidential.*

GENERAL INFORMATION

Name (Last, First, Middle)	Email
Preferred Phone #	Emergency Contact (Name, Relation to self, Contact #)

- Are you employed? Yes No
 - If yes, what type of work do you do: _____
- Please indicate your marital status: Single Married Divorced Widowed
 - If married, spouse's name: _____
- Do you have children? Yes No
 - If yes, list each child's name and age/grade:

Name: _____ Age/Grade: _____	Name: _____ Age/Grade: _____
Name: _____ Age/Grade: _____	Name: _____ Age/Grade: _____
Name: _____ Age/Grade: _____	Name: _____ Age/Grade: _____
- Please list as references two people who are not your relatives or present/past employers:

Name: _____	Phone #: _____
Name: _____	Phone #: _____
- Please indicate when you would like to serve:
 - Sunday 9am Sunday 11am Sunday 6:00pm Wednesday 6:45pm
- Please indicate where you would like to serve:
 - Children's Ministry Resource Center Hospitality/Usher
 - Food/Coffee Worship Other

Volunteer Application

SPIRITUAL BACKGROUND QUESTIONNAIRE

We at The Church On The Way Santa Clarita seek to become a congregation that exists for the purpose of loving God, serving people and changing lives. As a congregation, we bear witness to the world of God's love as revealed in His Son Jesus Christ:

*** The Savior * The Baptizer with the Holy Spirit * The Healer * The Coming King ***

We choose to serve our community in His same love and power, knowing "He is the same yesterday, today and forever" (Hebrews 13:8).

Please share with us about your personal relationship with Jesus Christ:

- When did you accept Jesus as your Lord and Savior? Date: _____
 - If you are married, when did your spouse accept the Lord? Date: _____
- Have you been baptized in water? Yes No
 - If so, when? Date: _____
- Have you been filled with the Holy Spirit? Yes No
 - If so, when? Date: _____
 - Do you exercise your spiritual language regularly? Yes No
- Do you tithe? Yes No
- How long have you attended The Church On The Way Santa Clarita?

- Are you a member of The Church On The Way Santa Clarita?* Yes No
 - (*A member is defined as one who has formally acknowledged his or her God-ordained place in this church body by participating in our membership class.)
- Are you currently involved in a Life Group? Yes No
 - If so, who is your leader? _____
- Which services do you normally attend? Sunday: 9am 11am 6pm Wednesday: 6:45pm
- Describe your personal devotional habits:

- List any other ministries you have been involved with at The Church On The Way Santa Clarita:

- What are your reasons for wanting to serve as a volunteer at The Church On The Way Santa Clarita?

Volunteer Application

➤ Have you ever been charged with and/or convicted of a felony?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Have you ever been charged with and/or convicted of child abuse?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Have you ever been charged with and/or convicted of a crime involving actual or attempted sexual molestation of a minor?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Have you ever been charged with and/or convicted of a crime involving sexual abuse?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Were you a victim of abuse or molestation while a minor? (Leaving this question unanswered is your indication that you would prefer to discuss this with a Pastoral Staff Member. Answering "yes" or leaving the question unanswered will not automatically disqualify you for a volunteer position)	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Have you ever had a traffic citation that was more than \$500?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
➤ Have you ever been convicted of a crime anywhere?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No

*If you answered "yes" to any of the above questions, please explain:

APPLICANT STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any reference in this application to give Santa Clarita Foursquare Church any information (including opinions) that they may have regarding my character and fitness for children and youth work. I release all such references from any liability for furnishing such evaluations to Santa Clarita Foursquare Church, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

Should my volunteer application be accepted, I agree to be bound by the Bylaws and Policies of the Santa Clarita Foursquare Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I understand that this is an application for a volunteer position, and not an application for employment.

Applicant's Signature: _____

Date: _____

Interviewer's Signature: _____

Date: _____

Background Check Form

PERMISSION TO OBTAIN A BACKGROUND CHECK

("Consumer, Investigative, and Direct Reports Authorization, Disclosure and Release")

This form authorizes The Church on the Way Santa Clarita to obtain background information and must be completed by the volunteer applicant. The church must keep this completed form on file for at least two years after requesting a background check. This information is required in order to complete a thorough background check and to verify that the information obtained is about you and not someone with the same/similar name. It will be kept confidential and will not be used for employment purposes.

Identifying Information for Background Information Agency

(Also known as "Consumer Reporting Agency")

Name (Last, First, Middle)		Social Security #		Date of Birth (mm/dd/yyyy)	
Street Address		City		State	Zip Code
Driver's License #		State of Issuance	Any Other Names Used		

By signing below, I the undersigned applicant (also known as the "consumer"), hereby voluntarily authorize the **Santa Clarita Foursquare Church** (also known as **The Church On The Way Santa Clarita**) through its independent contractors, LexisNexis and/or Net Detective, to procure background information (also known as a "consumer report and/or investigative consumer report") about me. I understand that this authorization and release is valid for future background information requests during my period of service with the **Santa Clarita Foursquare Church** for the purpose of investigating any incidents of workplace misconduct or criminal activity for which I am alleged to have been involved during my service. These above-mentioned reports may include my driving history, including any traffic citations; a social security number verification; present and former addresses; criminal and civil history/records; and the state sex offender records.

I understand that I am entitled to a complete copy of any background information report of which I am the subject upon my written request to the **Santa Clarita Foursquare Church**, if such is made within a reasonable time from the date it was produced. I also understand that I may receive a written summary of my rights under the Fair Credit Reporting Act.

I authorize any governmental entity, law enforcement agency, institution, information service bureau, school, employer, supervisor, reference, or other person contacted by the **Santa Clarita Foursquare Church**, or their agents or volunteers, to furnish the information described herein.

I release and discharge from liability all persons, agencies, and entities providing the above information or reports about me to the **Santa Clarita Foursquare Church**. To the fullest extent permitted by law, I further release and discharge the **Santa Clarita Foursquare Church**, and their agents, employees and volunteers, from any claims, damages, losses, liabilities, costs and/or expense arising from the retrieving and/or reporting of said information, including any consumer report or investigative consumer report.

I acknowledge a copy or telephonic facsimile of this document shall be valid as the original.

Signature	Date
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Background Check Form

Consumer, Investigative and Direct Reports Disclosure

To Be Signed and Dated by Volunteer Applicant:

Santa Clarita Foursquare Church (also known as **The Church on the Way Santa Clarita**), when making a final decision whether to offer you a volunteer position, when deciding whether to continue your volunteer position (if you are accepted), and when making other volunteer related decisions directly affecting you, may wish to obtain and use a “consumer report” and/or an “investigative consumer report” from the consumer reporting agencies listed above.

The terms “consumer report” and “investigative consumer report” are defined in the federal Fair Credit Reporting Act (“FCRA”), which applies to you. As an applicant for a volunteer position, you are a “consumer” with rights under the FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information, or other information on consumers, for the purpose of furnishing “consumer reports” to others, such as Santa Clarita Foursquare Church.

A “consumer report” is any written, oral or other communication of any information by a “consumer reporting agency” bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living, which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment or volunteer purposes.

An “investigative consumer report” is a consumer report or portion thereof in which information on a consumer’s character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, or associates of the consumer reported on, or with others with whom he/she is acquainted or who may have knowledge concerning any such items of information. The Fair Credit Reporting Act provides you with the right to request, in writing within a reasonable amount of time, a disclosure of the nature and scope of the investigation requested (you can find disclosure of the nature and scope of the investigation in the separate form, “Consumer, Investigative, And Direct Reports Authorization, Disclosure And Fair Release”, you receive with this Disclosure). You are also entitled to a written summary of your rights under the Fair Credit Reporting Act (enclosed) as prepared by the Federal Trade Commission. Keep the attached pages for future reference.

If Santa Clarita Foursquare Church obtains a “consumer report” or “investigative consumer report” about you, and if Santa Clarita Foursquare Church considers any information in the “consumer report” or “investigative report” when making a volunteer related decision that directly and adversely affects you, you will be provided with a copy of the “consumer report” before the decision is finalized. You also may contact the Federal Trade Commission about your rights under the FCRA as a “consumer” with regard to “consumer reports,” “investigative consumer reports” and “consumer reporting agencies.”

If Santa Clarita Foursquare Church obtains a direct report of public record information about you and considers it when making a volunteer related decision that directly and adversely affect you, you will be provided a copy of the report/record, unless you waive it, except for California residents, who will be provided a copy whether or not they waive it.

Please sign and date below to signify your receipt of this Disclosure, including the FCRA summary of rights.

Signature	Date
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To Be Completed by Staff:

Check the investigative consumer reporting agency below that will be used to conduct the background investigation prior to giving to candidate:

- LexisNexis, #4500, 555 West Fifth Street, Los Angeles, CA 90013; 800.253.4182
- Net Detective, 1642 N Volusia Ave, Suite 101, Orange City, FL 32763; 800.853.9773

Background Check Form

Consumer, Investigative and Direct Reports Disclosure – California Addendum (for CA residents only)

To Be Signed and Dated by Volunteer Applicant:

Santa Clarita Foursquare Church (also known as **The Church on the Way Santa Clarita**), when making a final decision whether to offer you a volunteer position, when deciding whether to continue your volunteer position (if you are accepted), and when making other volunteer related decisions directly affecting your volunteer position, or potential volunteer position, may wish to obtain and use an “investigative consumer report” as defined by the California Investigative Consumer Reporting Agencies Act (California Civil Code Sections 1786 et seq.).

The investigative consumer report may seek information on your character, general reputation, personal characteristics, and mode of living. The reports may also include, among other things, checks, records and/or information regarding: your criminal convictions (including, without limit, court, sex offender, incarceration and DMV records), social security number, current and prior employer(s)/supervisor(s) and/or references you provided, coworkers, neighbors, friends, associates or acquaintances, and verification of college degrees and professional licenses or certifications.

Santa Clarita Foursquare Church obtains these reports from the investigative consumer reporting agencies listed above, or Santa Clarita Foursquare Church may obtain these reports on their own. Pursuant to California Civil Code Section 1786.53, if Santa Clarita Foursquare Church directly obtains a report of information about you that is a matter of “public record,” then Santa Clarita Foursquare Church will provide a copy of the information to you within seven days after it is received.

Information about Investigative Consumer Reports (California Civil Code Section 1786.22)

An investigative consumer reporting agency shall supply the files and information it is required to maintain (under California Civil Code Section 1786.10) during normal business hours and on reasonable notice.

Files maintained on you (if an investigative consumer report is obtained) but mu made available for you visual inspection as follows:

- In person: If you appear in person and furnish proper identification. A copy of you file shall also be available to you for a fee not to exceed the actual costs of duplication services provided.
- By certified mail: If you make a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused my mishandling of mail after such mailings leave the investigative consumer reporting agencies.

A summary of all information contained in files on you and required to be provided (by California Civil Code Section 1786.10) shall be provided by telephone, if you have made a written request, with proper identification for telephone disclosure, and if the toll charge, if any, for the telephone call is prepaid by, or charged directly to, the consumer.

The term “proper identification” as used above means that information generally deemed sufficient to identify a person. Such information includes documents such as a valid driver’s license, social security account number, military identification card, and credit cards. Only if you are unable to reasonably identify yourself with the information described above, is an investigative consumer reporting agency allowed to require additional information concerning your employment and personal or family history in order to verify your identity.

The investigative consumer reporting agency is required to provide trained personnel to explain to you any information furnished to you (pursuant to California Civil Code §1786.10).

The investigative consumer reporting agency is required to provide a written explanation of any coded information contained in files maintained on you. This written explanation shall be distributed whenever a file is provided to you for visual inspection as required under California Civil Code §1786.22.

You may be accompanied by one other person of your choosing, who can be required to furnish reasonable identification. An investigative consumer reporting agency may require you to furnish a written statement granting permission to the consumer reporting agency to discuss your file in such person’s presence.

Please sign below to signify your receipt of this Disclosure.

Signature	Date
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Background Check Form

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

*Para informacion en espanol, visite www.ftc.gov/credit o escriba a la FTC Consumer Response Center, Room 130-A 600, Pennsylvania Ave. N.W., Washington, DC 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of the information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

- **You must be told if information I your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you --- must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (you “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are employed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus.

You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for report to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1.888.567.8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

Background Check Form

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT, Cont.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Consumer reporting agencies, creditors and others not listed below:

Federal Trade Commission Consumer Response Center – FCRA

Washington, DC 20580
1.877.382.4357

National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name):

Office of the Comptroller of the Currency

Compliance Management,
Mail Stop 6-6
Washington, DC 20219
800.613.6743

Federal Reserve System member banks (except national banks, and federal branches/agencies or foreign banks)

Federal Reserve Board

Division of Consumer & Community Affairs
Washington, DC 20551
202.452.3693

Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name):

Office of Thrift Supervision

Consumer Complaints
Washington, DC 20552
800.842.6929

Federal credit unions (words “Federal Credit Union” appear in institution’s name):

National Credit Union Administration

1775 Duke Street
Alexandria, VA 22314
703.519.4600

State-chartered banks that are not members of the Federal Reserve System:

Federal Deposit Insurance Corporation

Consumer Response Center
2345 Grand Avenue, Suite 100
Kansas City, MO 64108-2638
1.877.275.3342

Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission

Department of Transportation

Office of Financial Management
Washington, DC 20590
202.366.1306

Activities subject to the Packers and Stockyards Act, 1921.

Department of Agriculture

Office of Deputy Administrator – GIPSA
Washington, DC 20250
202.720.7051