



## CHILDREN'S MINISTRY VOLUNTEER APPLICATION

This is to be completed by all applicants for any position (volunteer or compensated) involving the access to children (minors to 18 years of age). It is being used to help this church provide a safe and secure environment for those children who participate in our programs and use our facilities. You will not be automatically disqualified for any answer to the questions on the following pages.

This application will be asking some very personal and private questions. It is our intention to find out more about the people that we are entrusting with minors. The information contained in this application will be treated with the utmost of confidentiality and respect. No one will have access without proper authorization.

The questions contained herein are not designed to offend or to pass judgment, but rather create an environment where a person's past will not hinder the ministries in carrying out their mission in a safe, fun and productive way. If you are a person who must answer affirmatively to any of the questions on the following pages, we may contact you for a personal interview. Please be assured that this does not necessarily preclude you from ever serving with youth.

This application is to be completed by all applicants for any position (volunteer or compensated) involving interaction with minors. This is **not** an employment application.

### General Information

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

If accepted are you authorized to work in the U.S. on an unrestricted basis?  Yes  No

Marital Status:  Married  Single  Engaged  Separated  Divorced  Remarried  Widowed

Spouses Name: \_\_\_\_\_

Do you have children?  Yes  No If yes, how many? \_\_\_\_\_

### Personal Situations

Have you ever been convicted of or pleaded guilty to a felony?  Yes  No If yes, please explain:

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Have you ever been disciplined at or discharged from another job involving work with children or youth, whether paid or voluntary, for actions or conduct on the job?

Yes  No If yes, please explain:

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Do you now, or have you ever struggled with substance abuse (alcohol, drugs, etc.)?  Yes  No

If yes, please explain: \_\_\_\_\_

Please list any medical conditions that would limit your ability to work with students:

\_\_\_\_\_

## Education

High School:

Name	City	Year Graduated	Degree
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College:

Name	City	Year Graduated	Degree
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Other (describe):

Name	City	Year Graduated	Degree
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## Church History and Prior Work with Children

Do you have a regular habit of personal devotions and Bible study?  Yes  No

How do you pursue an ongoing relationship with God?

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

Have you been baptized in water?  Yes  No

How long have you attended Valley Real Life? \_\_\_\_\_

Have you taken VRL's DNA Class?  Yes  No

Are you a member of Valley Real Life?  Yes  No

What service do you attend? \_\_\_\_\_

Have you read and do you understand the doctrinal position of Valley Real Life?  Yes  No

Are you in agreement with our position?  Yes  No If not, in what case?

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

Will you commit to support the leadership of Valley Real Life as long as it is in agreement with biblical principles?

Yes  No

List the name and city of other churches you have attended in the past five years (in order of most recent to least recent):

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

List all previous church and non-church work involving students (**list each church or organization's name, city, contact person, type of work performed and dates for the last five years**):

Organization Name	City	Contact Person & Phone #	Type of Work & Dates
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List any other ministries you are currently involved in at Valley Real Life:

\_\_\_\_\_

\_\_\_\_\_

Are you CPR certified or do you have any medical training?  Yes  No

Explain: \_\_\_\_\_

Which age group do you prefer to work with:  Nursery-2's  3's-5's  Kindergarten-2nd Grade  3rd-5<sup>th</sup> Grade

What service would you prefer to serve during?  8:30 a.m.  10:00 a.m.  11:30 a.m.

As a worker, would you be willing to attend local conventions, training seminars and teacher's meetings?  Yes  No

Personal References (not former employers or relatives):

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

## Spiritual Journey

Whether we are devoted followers of Christ, uncertain about God or somewhere in between, we are all on a spiritual journey. Please take a few minutes to describe how and when you decided to trust Christ alone for your salvation OR where you are with your belief in God today.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Commitment

Children's Ministry leadership is a one year commitment. If accepted do you promise to commit to participating on time each Sunday morning to act in building up children and/or children's leaders?  Yes  No

## Children's Ministry Policies and Procedures Manual Acknowledgement

I have received, read and will comply with the Children's Ministries Policies and Procedures Manual. This Children's Ministry Policies & Procedures Manual contains important information about Valley Real Life's Children's Ministry. I understand that I should consult the Children's Ministry Pastor if I have any questions that are not answered in the handbook. I also acknowledge that revisions to the handbook may occur at any time and it is my responsibility to read any updates submitted by the Children's Ministry leadership team.

Applicant's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

## Applicant's Statement

As an applicant to work with children at Valley Real Life Ministries, I agree and represent that:

The information contained in this application is correct to the best of my knowledge. I authorize any references, schools, current or former supervisors, or any other person or organization, whether or not identified in this application, to give any information (including opinions) regarding my character and fitness for student's work.

**I have read and understand the above provisions, and agree to them.**

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Valley Real Life Background Investigation Consent

I, \_\_\_\_\_ (applicant's complete name), hereby authorize **Valley Real Life** and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information, which may be material to my qualifications as a volunteer or for employment now, and if applicable, during the tenure of my volunteering or employment with **Valley Real Life**.

I release **Valley Real Life** and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full Name (printed)\*

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Street Address\*

\_\_\_\_\_  
Former Street Address

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
Date of Birth\*

\_\_\_\_\_  
Social Security #\*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (if person applying is under 18 years of age)\*

\_\_\_\_\_  
Date

\* Required for Background Check

Dear Background Check Applicant,

Effective January 1, 2013, there have been some updates to the notification information used in the background investigation process. The new notification information is attached to your background check application.

Valley Real Life collects the following types of background information for new employees and for volunteers requiring a background check, specifically those working with minors:

- Social Security Trace
- Alias and Maiden Name Research
- Criminal History
- National Sex Offender Search

We **do not** run background investigative checks for credit files, rental histories, medical records or any other information than those listed above. However, by law we must give you the paperwork that explains your rights to this information, "The Summary of Your Rights Under the Fair Credit Reporting Act". This may seem confusing, since we are not obtaining credit history etc.; however any type of background information is considered a consumer report, not just credit information.

If you have questions, please let us know.

Sincerely,

Shanna Abbott  
Administrative Assistant

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in 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 (your “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 unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

• **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

• **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 reports 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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

• **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**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. For information about your federal rights, contact:**

**TYPE OF BUSINESS:**

1.a. Banks, saving associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, saving associations, or credit unions also should list, in addition to the CFPB:

2. To the extent not included in item 1 above  
a. National banks, federal saving associations, and federal branches and federal agencies or foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state saving associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act, 1921

**CONTACT:**

a. Consumer Financial Protection Bureau  
1700 G Street NW  
Washington, DC 20552

b. Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

a. Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center  
P.O. Box 1200  
Minneapolis, MN 55480

c. FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. National Credit Union Administration  
Office of Consumer Protection (OCP)  
Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street  
Alexandria, VA 22314

Asst. General Counsel of Aviation Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, SE  
Washington, DC 20590

Office of Proceedings, Surface Transportation Board  
Department of Transportation  
395 E Street S.W.  
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

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|---|--|
| 6. Small Business Investment Companies  | Associate Deputy Administrator for Capitol Access<br>United States Small Business Administration<br>409 Third Street, SW, 8th Floor<br>Washington, DC 20416      |
| 7. Brokers and Dealers  | Securities and Exchange Commission<br>100 F St NE<br>Washington, DC 20549  |
| 8. Federal Land Banks, Federal Land Banks Associations, Federal Intermediate Credit Banks, and Production Credit Associations | Farm Credit Administration<br>1501 Farm Credit Drive<br>McLean, VA 22102-5090  |
| 9. Retailers, Finance Companies, and All Other Creditors Not Listed Above   | FTC Regional Office for region in which creditor operates or Federal Trade Commission: Consumer Response Center – FCRA<br>Washington, DC 20580<br>(877) 382-4357 |