

APPENDIX A

Paid Staff/Volunteer Form

THE WOODLANDS COMMUNITY PRESBYTERIAN CHURCH OF THE WOODLANDS, TEXAS VOLUNTEER/EMPLOYEE INFORMATION FORM

Part I

Name (last, first, middle, maiden): _____

If you have ever used another name, please indicate the name and the time period(s) used: _____

Current address: _____

How long have you lived at this address: _____

If less than two years, previous address: _____

How long have you lived in Texas: _____

Sex: ☐ Male ☐ Female

Birthdate: _____

Are you a member of this church? ☐ No ☐ Yes - since date (month/year) _____

If less than two years, previous church: _____

Texas Drivers License Number: _____

Social Security Number: _____

Home Phone: _____

Place of Employment: _____

Work Phone: _____

Prior Experience in working with children _____

Part II

Your honest answers to the following questions will assure our church family, parents, and children of the finest care we can provide. *If you prefer, you may choose to discuss your answers with a member of our pastoral staff rather than using this form.*

1. In what area of ministry do you wish to serve and why?
What gifts and experience do you bring to this ministry?
2. Knowing that abuse is pattern of behavior often repeated by the victims of childhood abuse have you prayerfully considered your background and do you feel able to minister to children in your staff or volunteer position?

3. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? ☐ Yes ☐ No (If yes, please explain.)

4. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a minor traffic violation? ☐ Yes ☐ No (If yes, please explain.) Note: Please list DWI/DUI if applicable.

5. Have you ever had your driver's license suspended or restricted for any reason? ☐ Yes ☐ No (If yes, please describe the date(s) and reasons for each occurrence.

6. Have you ever been hospitalized or treated for alcohol or substance abuse? ☐ Yes ☐ No (If yes, please explain)

7. Other than the above questions, is there any fact or circumstance involving you or your background that would cause you or the church to have concerns about your being entrusted with the supervision, guidance and care of minors? ☐ Yes ☐ No (If yes, please explain.)

Would you like to meet with a member of the pastoral staff regarding the issues listed above or for any other concerns? ☐ Yes ☐ No. If yes, and you would prefer a specific staff member, please indicate your choice:

Part III

References: Please list three persons who are familiar with your character and abilities. Contacts at prior churches are appropriate. Please do not include relatives and members of church staff. References are confidential.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

For Volunteers Only:

1a. Since being a member of WCPC, in what activities have you participated? _____

1b. If a member of WCPC for less than two years, please list previous church's activities: _____

2. List other volunteer organizations to which you belong: _____

Part IV Authorization and Release For Paid Staff and Volunteers

I understand and agree that:

- a. All information I have provided may be verified. I agree to release from liability any person or organization that provides information regarding me, including these persons I have listed as references. I do hereby agree to indemnify and hold harmless The Woodlands Community Presbyterian Church of The Woodlands, Texas, its employees, representatives and agents from any claims or causes or action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact references or conversations with any references. I understand that any information received will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- b. By signing this form, I certify and affirm that the information I have given is true, complete and correct in all respects.
- c. I hereby give my permission for The Woodlands Community Presbyterian Church of The Woodlands, Texas to obtain information relating to my criminal history record through the appropriate agency. The criminal history record, as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand this information will be used, in Part, to determine my eligibility for an employment or volunteer position with the church. I also understand that I will have the opportunity to review the criminal history, and a procedure is available for clarification, if I dispute the record as received. I, the undersigned, do for myself and heirs, executors and administrators, hereby release and forever discharge and agree to indemnify the investigating agency and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee or a volunteer.

Applicant's Signature: _____ Date: _____

Please print name

Here: _____

Parent or Guardian's Signature: _____ Date: _____
(if under eighteen) *No background checks will be done on children under the age of 18.*

Witness Signature: _____ Date: _____

This form is confidential and will be kept in a locked file in the office of The Woodlands Community Presbyterian Church of The Woodlands, Texas.

Note: It is your responsibility to attend a scheduled training session on abuse and the church's policy, or view a videotaped session, before you work as an employee or volunteer.

