



March 1, 2016

Dear Teacher/Volunteer,

In an effort to provide the safest environment for our children and youth at Glenwood, we have made the decision to perform background investigations of church staff, leadership and all volunteers who come into contact with our children and/or youth. Many organizations require criminal background checks; we believe that by doing so, we can better protect our children, youth, and those volunteers who minister to them.

Enclosed, please find a Volunteer Application which will provide the necessary information needed to perform an investigation. A Release of Information is enclosed as well, which needs to be completed and signed by you. Please complete the forms enclosed and return them to us as soon as possible.

Please be assured that we will request only the information that is necessary to allow a staff member or church volunteer to complete his/her assigned tasks, and the information will be requested and reviewed in a confidential manner. All personal information is kept in a secure (locked) location.

If you have any questions concerning this matter, please contact Tim Hicks or DeBe Fleet in the church office.

Our intention is to protect you and our children / youth. Thank you for your willingness to serve at Glenwood Church of Christ.

In His Service,  
**Tim Hicks**  
Children & Family Minister

**Steven Smith**  
Students & Family Minister

Life. *Uplifted.*

# Glenwood Church of Christ Volunteer Application

*The information obtained on this form is for internal use ONLY.*

Name:

\_\_\_\_\_

First	Middle	Last	(Maiden)
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Address:

\_\_\_\_\_

City, State, Zip:

\_\_\_\_\_

Phone: (Circle Main #):

\_\_\_\_\_

Home	Cell	Other
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Email:

\_\_\_\_\_

Emergency Contact(s) (Name/Relationship/Phone):

\_\_\_\_\_

**Churches** – List or attach names and locations of other churches that you have attended regularly for the past five (5) years:

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

**Experience** – Briefly describe your background, including any paid or unpaid experiences, in working with children:

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

**Community Involvement** – List and/or describe your involvement in any groups, organizations, etc.:

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

**Background History:** Glenwood Church of Christ follows a “Kid Safe” policy, which involves performing a criminal background check on staff/volunteers who work with children. For more information, please refer to the policies manual. Helpful information is also found on the church website.

Do you consent for the Glenwood Church of Christ to use the information in this application to perform a history report?      Yes      No

DOB: \_\_\_\_\_ SS# \_\_\_\_\_ DL # (State) \_\_\_\_\_

Do you have Liability Insurance? (Circle Answer) Yes No  
Previous Addresses for the past seven (7) years:

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Please answer the following questions: (Circle Answer)

- Have you ever been convicted of any criminal offense?  
Yes No
- Do you have any criminal charges pending?  
Yes No
- Are you currently on probation or parole?  
Yes No
- Have you ever been charged with or convicted of child neglect or abuse?  
Yes No
- Have any complaints or allegations of misconduct involving children ever been against you?  
Yes No
- Have you been convicted of the possession, use, or sale of drugs?  
Yes No
- Within the last 30 days, have you abused alcohol, legal or illegal drugs?  
Yes No

Please explain fully any YES answers to the above questions.

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Is there any other fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance, and care of children?  
Yes No

If yes, please explain:

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**Consent** – The information that I have provided may be verified by contacting persons or organizations that I have provided. I hereby release and agree to hold harmless from liability any person or organization that provides information about me. I also agree to hold harmless the Glenwood Church of Christ, elders, ministers, employees and volunteers thereof from any use of this application or information resulting from the background check. I waive any right that I may have to inspect references provided on my behalf.

I certify that the information I have provided is true and correct. If it is found that the answers given are untrue, I understand it may be cause my disqualification from further consideration as a volunteer.

Applicant's Signature:

Date:

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Internal Use ONLY	Policy Manual		CCB		Internal Use ONLY
	Job Description		Background Check		