



Dear Volunteer Applicant,

Thank you for your interest in volunteering to help children and youth at East Woods Presbyterian Church.

In order to be a volunteer at East Woods Presbyterian Church you must complete the Volunteer Application Process before participating in volunteer activities. Approved applicants are permitted to volunteer for two (2) years.

Volunteer applications must read, complete, and return the follow documents:

1. Intellicorp Disclosure and Authorization Form

We request this information to obtain federal records of any criminal convictions for felony crimes within the last ten (10) years, as well as any offenses against persons or civil adjudication's of child abuse. You will be notified by mail if the Intellicorp report shows evidence of a criminal history background.

2. Personal Data Collection Form

3. Volunteer Expectation Form

This form is for your safety, as well as for the protection of the children you with which you work. By signing this form you verify that you understand the expectations and appropriate behaviors while working as a volunteer with East Woods youth and staff.

4. Sexual Misconduct Policy

The Presbytery has provided a sexual misconduct policy that has been approved by East Woods. By signing this form, you agree to the definitions and policies this church has determined are essential to maintain the integrity of all ministerial, staff and volunteer relationship at all times.

If you have any questions regarding the clearance process please feel free to contact our Personnel Chairperson at East Woods Presbyterian Church at 360-944-5841.

Thank you for offering your time to make a difference in the lives of these children and youth.



DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES

Please Read Carefully Before Signing the Authorization

DISCLOSURE

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, East Woods Presbyterian Church may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer-reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- A “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your character, general reputation, personal characteristics, mode of living, or on any issues related to your credit worthiness (i.e. bankruptcies or liens filed against you) which is used, or expected to be used, or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records.
- An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before East Woods can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.



AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the East Woods to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize East Woods to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do _____ do not _____ authorize you to contact my current employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the East Woods

Applicant Signature

Date



Personal Data

Last name	First name	Middle name

Current Address	Dates Lived Here
Addresses for the Past Seven Years (Include street, city, state, zip code.)	Dates of Residence

Date of Birth	Other Names Used (Including maiden name)	Years Used
Social Security Number	Driver's License Number	State

Email Address (May be used for official correspondence)

Does your employer require regular background checks to secure your employment? Yes ____ No ____

I have the right to make a request to IntelliCorp Records, Inc, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which IntelliCorp Records, Inc has previously furnished within the two year period preceding my request.

I certify that all of elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

Applicant's Printed Name

Applicant's Signature

Date



Volunteer Expectation Agreement

Thank you for your interest in volunteering with East Woods Presbyterian Church. This information is provided as a guide while volunteering. Please review the following carefully and ask any questions that may arise. We want the time you spend volunteering to be a positive experience for all.

Relationships

For the protection of all, the relationship between you and any child you become acquainted with through volunteering with East Woods Presbyterian Church must be kept appropriate at all times. Continuing your volunteer relationship through out-of-church contact, such as phone calls, home visits, or visitations to your home, social events, office, vehicle, or activities is not permitted without specific directive from East Woods and/or prior written parental permission. This prohibition, of course, would not restrict out-of-church contact with children who are family friends or known to you through community contracts.

Appropriate Touching

Handshakes, “high five” an arm or hug around a shoulder are the only safe and friendly ways to touch a child when you are volunteering. For some children, or for some cultures, even these gestures may be unwelcome. No child should be subject to unwelcoming touching no matter how well intended. If a child ever inappropriately touches you, please inform a staff member right away.

Communications

You are a role model. Your conversation with families should demonstrate respect for others and should ever be perceived as discriminatory, profane, sexist or offensive. No child or family member should ever be treated differently spoken to disrespectfully or denied services on the basis of race, religion, disability, age, national origin or marital status.

Confidentiality

As a volunteer you must respect and maintain confidentiality in regard to personal information obtained regarding a child or hi/her family with certain exceptions. Reasonable suspicion of abuse, neglect, sexual harassment, illegal or dangerous activities should be shared with staff. Be assured they will follow up on the information.

Discipline

Physical punishment is never permitted.

I have read and understand the above expectation.

Volunteer's Name (please print)

Signature

Phone



Sexual Misconduct Policy

Policy Statement

It is the policy of this church that all church staff, officers, employees, and volunteers, whether members or not, shall maintain the integrity of the ministerial and employment relationship at all times. Sexual conduct outside the bounds of marriage between church employees or volunteers and others is a violation of the ministerial and employment relationship, and is therefore NEVER PERMISSIBLE.

DEFINITIONS

Those covered by this policy include anyone serving as pastor, officer, employee, volunteer, counselor, youth leader or assistant, supervisor, teacher, or advisor of any kind in this church.

Physical Sexual Misconduct includes:

- a. Physical sexual contact within a ministerial, employment, teaching or advisor relationship;
- b. Rape, or sexual contact by force, threat or intimidation;
- c. Sexual harassment as defined below;
- d. Child sexual abuse as defined below;
- e. Any other type of physical sexual contact whether or not consented to or initiated by the other party involved.

Further:

- f. Mutual consent is NOT POSSIBLE when one party is in a position of authority. Sexual Misconduct is a misuse of authority and power that breaches the trust of leadership.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment.

Further:

- d. Harassment may also include but is not limited to risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, insults, unwelcome and inappropriate hugs and kisses, and suggestive pictures.

Childs Sexual Abuse includes:

- a. ANY sexual contact or interaction between a child and an adult;
- b. Any use of a child for the sexual stimulation of an adult, a third party, or the child.

Further:

- c. Child sexual abuse may or may not involve touching.
- d. Child sexual abuse may also include but is not limited to risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures.
- e. Sexual behavior between a child and an adult is ALWAYS considered forced.



PREVENTION

- a. Prior to any work in this church as an employee, officer, or volunteer teacher or advisor of any kind, all persons shall have their references and backgrounds checked, and sign their agreement to this policy.
- b. This policy will be sent to all church members and posted in a central place. It will also be explained in all New Member Classes.
- c. If there is to be any kind of meeting with only 2 people, there are to be others on the premises, someone else should know about the meeting, and when it is expected to conclude. The door to the meeting room is to be open if there is not an uncovered window to that room.
- d. Adults are to work in pairs when working with children and youth. Rooms are to have doors open if there are no uncovered windows. Transportation is not to be provided by an adult alone with one child or youth.
- e. All persons working with minors are to have been church members for at least six months.
- f. ALL precautions are to be taken so that members of the Body of Christ shall know that this church and its activities are places of safety.
- g. Maintenance of this policy and procedures are to be the responsibility of the pastor/head of staff.

REPORTING

The first person to learn of an incident of sexual abuse or misconduct is to IMMEDIATELY report this to a staff person, a pastor, or if necessary to a member of this presbytery. An investigation will be conducted, and further action will be taken in accordance with the rules of the presbytery, and the legal requirements of the state.

Every pastor, officer, employee, volunteer, counselor, youth leader or assistant, supervisor, teacher, or advisor of any kind in this church, shall signify acceptance of this sexual misconduct policy using the statement, which follows. A signature is required only once. Records will be kept on file at the church.

ACCEPTANCE

I, _____ have read this sexual misconduct policy and accept it. I hereby affirm that I have not resigned from or been terminated from a position for reasons relating to sexual abuse or misconduct as defined in this policy statement.

Signature

Date