

# LEBANON CHRISTIAN CHURCH

Confidential Volunteer Application



Office Use

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

DOB \_\_\_\_\_

# LEBANON CHRISTIAN CHURCH

## Background Check Policy



In an effort to keep our church safe, all volunteers must complete a volunteer application form/ criminal background check request and be approved as a volunteer prior to volunteering in a position where they might come in contact with minors.

Volunteer background checks are completed by the church office using the State of Indiana Police criminal records database and the sex offender database. Agencies from other states may be contacted if necessary.

When evaluating volunteer criminal background checks, if the following charges appear on a volunteer background check, the volunteer will not be permitted to serve in ministries that work with minors. They will be allowed to serve in other capacities as deemed appropriate by the church staff and elders. Volunteer criminal background checks are evaluated on charges filed, not the disposition of the charges.

- 1) Battery charge within the last 10 years
- 2) Child abuse or neglect charges

If charges meeting the criteria below appear on a volunteer background check, the volunteer will be able to serve in a capacity determined by an elder/ministry staff review process.

- 1) Felony charge
- 2) Drug charge (felony or misdemeanor)
- 3) Theft charge (typically always a felony)
- 4) DUIs or alcohol-related charges
- 5) Any charge currently pending
- 6) Any misrepresentation on the volunteer application or background consent
- 7) Any other charge not mentioned above, that LCC determines to be a risk to the children

Volunteer criminal background checks are valid for 3 years. *After 3 years, volunteers will be required to complete a new authorization for a background check.*

If an individual is not permitted to volunteer in our church due to pending charges, the individual's status will be reevaluated when the pending charges are resolved.

*The following are a few examples, not an inclusive list, of when a volunteer criminal background check is required.*

Volunteer criminal background checks are required for:

- Teaching or assisting in a classroom with minors
- Attending or chaperoning an event with minors
- Transporting minors to or from an event

*If you would like a copy of this policy to keep for your reference, please let the office staff know.*

# Consent for Background Check

The information contained in this application is strictly confidential and will only be read by the staff and/or elders of the Lebanon Christian Church. It is necessary that you completely fill out all information. It is in the best interest of our children that we use this process when considering individuals for volunteers. Thank you for your cooperation, understanding and willingness to undergo this application process and to serve at LCC.



**Where will you be serving?** \_\_\_\_\_

Gender:  Male  Female

Full Legal Name: \_\_\_\_\_

Maiden/Other names: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Driver's License #: \_\_\_\_\_

Phone #: (\_\_\_\_)\_\_\_\_-\_\_\_\_\_

Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Former Address (if moved from out-of-state within the past 10 years):

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

I authorize Lebanon Christian Church to perform a criminal record check for arrest, convictions, or other information the Lebanon Police Department, Boone County Sheriff's Department, Indiana State Police, and any other state or federal criminal enforcement agency may have regarding me and release such information to the following: Lebanon Christian Church, Staff & Elders.

I release Lebanon Christian Church and above-mentioned agencies from any liability or damages resulting from the release of this information. I waive any present or future claims of privacy resulting of this information for qualifications of volunteer work with Lebanon Christian Church.

I have carefully read this application and signed it of my own free will. I understand that I am bound by the by-laws of Lebanon Christian Church and understand the need to lead an exemplary Christian life.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\*\*\*Copy of State Issued Photo ID Required\*\*\*

# LEBANON CHRISTIAN CHURCH

## Confidential Volunteer Application



### Church History

How long have you attended services at LCC?

Are you a member?     Yes    No   For how long? \_\_\_\_\_

*A member is one who was baptized at LCC, or transferred membership as an already baptized believer.*

List any other churches you have attended regularly during the past 5 years.

Please list name, city & state, and your reason for leaving:

List all previous or current volunteer work involving children or youth if applicable:

List all spiritual gifts, calling, training, education or other factors that have prepared you for work with children if applicable:

Are you involved in a Life Group, Catalyst Study or other Bible study?     Yes    No

If so, please list:

# LEBANON CHRISTIAN CHURCH

## Confidential Volunteer Application



### Personal Information

- 1) What do you do on a regular basis to grow in your faith?
  
- 2) If married, how would you describe your relationship with your spouse?
  
- 3) If you have children, how would you describe your relationship with your children?
  
- 4) Do you have any medical or physical restrictions that would hinder your ability from performing childcare duties as a teacher or helper?  Yes  No  
If so, please describe:
  
- 5) Have you ever been accused and/or convicted of domestic violence, pornography, child abuse or neglect, child molestation or any other sexual or assaultive crime related to a person?  
 Yes  No
  
- 6) Have you ever been counseled for any of the situations described above?  
 Yes  No

*If you answered 'yes' to questions 5 or 6 from this section, are you willing to speak confidentially with a minister and an elder of Lebanon Christian Church?*  Yes  No

# LEBANON CHRISTIAN CHURCH

## Confidential Volunteer Application



### References

Please give two character references with whom you have had sufficient contact with.  
Please do not use relatives.

1) Name \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

2) Name \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Current Employer: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Past Employer: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

### Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information they may have regarding my character and fitness for working with children. I release all such references from liability for any damage that may result from such evaluations to you, and I waive any right to inspect these references. I understand my application will remain strictly confidential and will only be read by the staff, elders of the church, and necessary law enforcement agencies.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

Staff/Office Use

Initials

Application Reviewed \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Initial Background Check \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Agency:  ISPLCH  Other \_\_\_\_\_

Status:  Passed  Not Passed  Pending Review

Background Re-Check \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Agency:  ISPLCH  Other \_\_\_\_\_

Status:  Passed  Not Passed  Pending Review

Background Re-Check \_\_\_\_/\_\_\_\_/\_\_\_\_ By \_\_\_\_\_

Agency:  ISPLCH  Other \_\_\_\_\_

Status:  Passed  Not Passed  Pending Review

Leadership Review if applicable (elder, minister) \_\_\_\_/\_\_\_\_/\_\_\_\_

Name(s): \_\_\_\_\_