Date:

# First United Methodist Church of Killeen

**Safety Application Form for Volunteers and Employees**

Confidential

**This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of children or students. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children or students who participate in the programs of this church or use this churches’ facilities.**

Are you applying as an Employee \_ \_ or Volunteer

\_\_\_

\_\_\_\_

If volunteering, what area do you want to serve in? Childre Yout \_ Missions\_

n\_\_\_

h\_\_\_

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

Legal Name: Name you like to be called (if different):

Address:

City:

State:

Zip Code:

Cell Phone: Home Phone: Email:

Driver’s License State # Social Security # - -

Sex: M F Date of Birth:

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

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

Marital Status: (*single, married, separated, divorced, widowed, etc.)*

Are you a member or regular attendee of this church? \_ If so, for how long?

How long have you lived at your current address? \_ Previous address:

List all other cities and states where you have lived as an adult:



Please list *all previous volunteer work or employment* involving children or students (List each

organization’s name and address, type of work, dates, and a **contact person** familiar with your work there. **Use back of this page for more space, if necessary.)**

List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students:

Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one family member and one member of the opposite sex. Please contact these references and inform them an authorized staff person from this church will be contacting them. (**See Reference Form)**. If there are references supplied on an Employment Application they may take the place of this form for applicants seeking *employment* with this church).

#### Because we care for children and desire to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy in every possible context. It is the position of this church that suspicions or allegations of child abuse or neglect will be reported to relevant state authorities.

Why do you want to work with children or students at this church?



Do you have a preference concerning the age group or sex of children or students with whom you would like to work? If so, what is the basis for this preference?

What is your philosophy concerning re-direction or discipline of children?

When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you experienced any significant physical or emotional stressors within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.)

Have you ever physically or sexually abused a child?

Has someone ever accused you of physically or sexually abusing a child, or molesting a child?



Do you consider yourself to have been physically or sexually abused as a child? **Yes No** realize this information is potentially sensitive, and it will be kept entirely confidential, where another child’s safety is not negatively impacted by confidentiality.) If so please explain. Explanation is optional.

If you answered ‘yes’ to this question, would you consider counseling or resources (available through this church) to address any resulting emotional or spiritual harm or damage?

**RELEASE**

I authorize this church to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided. I agree to release from liability any person or organization providing information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.

I specifically authorize this church to periodically undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, 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.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: Print:

Date:



### Volunteer/Employee Name:

Volunteer/Employee Email:  Volunteer/Employee Cell Phone:

**REFERENCE FORM FOR VOLUNTEERS/EMPLOYEES FOR FUMC KILLEEN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Address** | **City & State** | **Zip Code** | **Telephone** |
| Personal:  *Email:* |  |  |  |  |
| Professional:  *Email:* |  |  |  |  |
| Family Member:  *Email:* |  |  |  |  |

*References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by applicant in allowing this church to determine applicant’s fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual’s work. One of these references should be a person of the opposite sex.*

Adapted by FUMC Killeen September 27, 2018

## Policies and Procedures

**Statement of Acknowledgment and Agreement**

I have received and read a copy of FUMC Killeen MinistrySafe Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at FUMC Killeen.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by FUMC Killeen.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks’ notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between FUMC Killeen and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of FUMC Killeen policies and procedures manual.

Employee (Staff Member) or Volunteer’s name (please print)

Employee (Staff Member) or Volunteer’s signature

Date:

[This page to remain attached to the Staff/Volunteer Safety Policies and Procedures Manual.]

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**Interview Form – FUMC Killeen**

# Interview for Positions in Ministry Programs Involving Minors

#### Applicant’s Name:

1. **Why are you are interested in this position, and how did you hear about it**?
2. **Do you have a preference concerning the age of children or students with whom you work? If so, why? (What is the basis for this preference) Have you worked or volunteered with this age/gender in the past?**
3. **Have you worked or volunteered with children in the past (other than any referenced in the application? Tell me about it.**
4. **Sometimes we are expected to apply policies with which we don’t agree. Tell me about a circumstance when you had to stick to a policy or rule, even though it didn’t seem to make sense. What did you do in that situation or circumstance?**
5. **Think of a time when a child really tried your patience, or a circumstance when a child or student tried to get an emotional response from you. How did you handle this circumstance?**
6. **What are the two most frustrating or difficult circumstances involving children or students you have encountered? How did you respond to these circumstances? How did your response affect the children, students involved, or the circumstance?**



1. **Has a boss or supervisor complimented you for your sound judgment? What was the circumstance and how did you show good judgment?**
2. **What was it like growing up in your family of origin? Describe your current family (if applicable).**
3. **How did your parents handle discipline? What did you see modeled WELL? What will/did you avoid in your own family?**
4. **Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child?**

**(Question # 11 is OPTIONAL):**

1. **Do you use illegal drugs? Have you ever used illegal drugs? Have you ever abused legal drugs?**
2. **How would you describe your relationship with your best friend, or a very close friend?**

**Interviewer:**

**Date:**