

# Children's Ministry Application

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

**Note:** This form is to be completed by all applicants for any position involving supervision of or work with minors. This application is used by **TENTH & BROAD CHURCH OF CHRIST** to help promote a safe environment for the children who participate in our programs or use our facilities.

Any applicant who has ever been convicted of child sexual abuse, physical abuse, or domestic violence should not volunteer service in any church sponsored activity or program for children. Applicants with criminal records of other types will be evaluated at the discretion of church leaders.

Any applicant who is a survivor of childhood sexual or physical abuse needs the love and acceptance of the **TENTH & BROAD** family. Applicants who have such a history should discuss their desire to work with children with the **CHILDREN'S MINISTER** prior to any participation as a child worker.

All applicants must study and agree to obey the guidelines that are provided for their program and position within the church's children's ministry.

## Please answer each question.

Consistent with relevant law, the information on this application will not be disclosed to unauthorized persons. Circle **Y** for yes or **N** for no. You may use the back of the paper for explanations or you may attach extra pages.

## Applicant Identification

Name \_\_\_\_\_  
Last First Middle

**Y N** Have you used any other names? If yes, please list complete name and dates of use on the reverse side of this application.

Present Address \_\_\_\_\_  
Street City State Zip

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Social Security # \_\_\_\_\_ Driver's License # \_\_\_\_\_

What age of children do you prefer to work with? \_\_\_\_\_

On what date would you be available? \_\_\_\_\_

### **Disciplinary and Legal Background**

**Y N** As a church children's worker, do you agree to observe all guidelines and policies regarding working with children?

**Y N** Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer "yes" if you have entered into a plea agreement, including a deferred sentence or deferred judgment arrangement, in connection with a criminal charge. If you have been convicted of such an offense, please attach a statement of explanation, including nature of offense, date, court where conviction was entered, and any other relevant information.

**Y N** Have you ever been charged with a sexual offense, offense relating to children, or crime of violence? If you have been charged with such an offense, please attach a statement of explanation, including nature of offense charged, date, law enforcement agency making the charge, and any other relevant information.

**Y N** Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization regarding abuse or misconduct involving children? If so, provide a description of the circumstances and name and address of the entity receiving the report.

**Y N** Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination, or other organization? If so please describe the circumstances and provide the name and address of the church, denomination or religious organization involved.

**Y N** Have you ever been disciplined or dismissed from employment or a volunteer position by any employer, including charitable and religious organizations, following an allegation of sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so please describe the circumstances and the name and address of the employer.

**Y N** Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment, or other immoral behavior or conduct, involving adults or children? If so please describe the circumstances and provide the name and address of the employer, educational institutions, church, or other organization where the lawsuit, investigation, or allegation arose or occurred.

**Y N** Have you ever been the subject of a complaint or disciplinary proceeding against a professional license or other license held by you, including but not limited to a license to provide child care or similar services?

**Y N** Have you ever been the subject of any disciplinary action, transfer, or dismissal, or been named as a defendant in a civil or criminal lawsuit, as a result of an accident or mishap involving children? If so please describe the circumstances and provide the name and address of the employer, church, or organization with which you and/or the children were associated at the time of the incident.

**Y N** Do you have any investigation, review, or disciplinary action pending by an employer, organization in which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children?

**Y N** Were you abused as a child? *You may refuse to answer this question, or you may discuss your answer in confidence with a minister or elder rather than answering on this form. Answering yes or failing to answer will not automatically disqualify an applicant for child work.*

**Church Activity**

List any other churches you have attended over the past five years.

<i>Church Name</i>	<i>Telephone</i>	<i>Contact</i>	<i>Years Attended</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Date Baptized \_\_\_\_\_ Church Where Baptized \_\_\_\_\_

Name of church of which you are (check one): \_\_\_\_\_

a member currently       most recently       I have never been a member of a church before.

If a member of this church, how long have you been attending **TENTH & BROAD?** \_\_\_\_\_

List previous work (church and non-church) involving children.

Use a separate sheet of paper if needed.

<i>Church Name</i>	<i>Telephone</i>	<i>Contact</i>	<i>Type of Work</i>

List gifts, callings, training, education, or other factors that may have prepared you for work with children. Use a separate sheet of paper if needed.

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**Employment History**

Please list your current employer, and if you have been employed there less than one year, please list previous employer.

<i>Employer Name &amp; Supervisor's Name</i>	<i>Area Code &amp; Phone Number</i>	<i>Title &amp; Duties</i>	<i>Dates Employed</i>	<i>Reason for Leaving</i>

**References**

<i>Name</i>	<i>Address &amp; Telephone</i>	<i>Years Known/Relationship</i>

**Applicant's Statement**

I hereby authorize all employers, organizations, churches, and other entities and persons identified in this form to release any information contained in their files or records concerning me.

In consideration of the receipt and evaluation of this application by **TENTH & BROAD**, I hereby release **TENTH & BROAD** and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any Information provided about me by any person or organization identified by me in this application. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I SIGN THIS RELEASE AS MY OWN FREE ACT.

I understand and agree that it is critical to the mission and ministry of **TENTH & BROAD** that all employees and volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with **TENTH & BROAD** children’s ministry policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships. I understand and agree that failure by me to abide by such policies and procedures may result in my immediate dismissal as a volunteer, or disciplinary action, all in the discretion of the church.

My responses above are truthful and accurate. I understand and agree that if they are not truthful and accurate, **TENTH & BROAD** may determine that I am no longer qualified to be associated with its programs as a church worker or volunteer in any capacity.

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

Print Name \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

*To be witnessed by a church staff member*

# Child Worker Authorization for Criminal/Court Records Check

## Release Authorization

In connection with my application for placement, I understand that an investigative report may be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination of past employment. I understand that as directed by policy and consistent with the job described, you may be requesting information from public and private sources about my: criminal record, driving record, education, and previous employment.

The fact that applicants have a criminal record will not be an automatic bar to work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation will be taken into account. In certain states (Colorado, Illinois, Ohio, Oklahoma, or Washington state), applicants are not required to disclose the contents of sealed criminal records.

I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies, including the Minnesota Department of Labor.

I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described above.

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*Signature*

*Print your full name*

*Today's Date*

**The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.**

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*Print other last names you have used*

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*Home Address*

*City*

*State*

*Zip*

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*Social Security Number*

*Date of Birth*

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*Driver's License Number*

*Name as it appears on license*

*State Issuing License*