

Youth Volunteer Application Packet

Updated August 2015



**ORTHODOX
CHURCH in
AMERICA**



Contents:

1. Volunteer screening checklist (for priest / volunteer coordinator)
2. Volunteer Application (Form V-1)
3. Reference check verification (for priest / volunteer coordinator) (Form V-2)
4. Background check permission form (Form V-3)
5. Volunteer Agreement (Form V-4)
6. Acknowledgement of PSPs (Form V-5)
7. Interview and References Exemption (Form V-6)
8. Personal interview questions (for priest / volunteer coordinator)
9. Reporting Procedure for Suspected Sexual Misconduct / abuse
10. Guidelines for background checks

Youth Volunteer Screening Checklist
for use by the Parish Rector or Volunteer Coordinator

| | |
|-------|--|
| _____ | 1. The applicant has been a member of the church for at least one year . |
| _____ | 2. Applicant to complete written application (Form V-1) All persons seeking to work with children must complete and sign a written application in a form (see application form). The application will request basic information from the applicant and will inquire into previous experience with children, previous <church> affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at the <church>. |
| _____ | 3. Conduct personal interview Upon completion of the application, a face-to-face interview should be scheduled with the applicant to discuss his/her suitability for the position, expectations, and responsibilities of the role. (If exempt, rector must sign Form V-6) |
| _____ | 4. Check references (Form V-2) Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should be of an institutional nature as opposed to personal or family references if possible, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at <church>. (If exempt, rector must sign Form V-6) |
| _____ | 5. Applicant to sign background check authorization form (Form V-3) Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children. |
| _____ | 6. Complete criminal background check including driving history The background check authorization form and results will be maintained in confidence on file at the local parish. Any crimes involving minors, endangerment, or violence will exclude the applicant from serving as a youth volunteer. Traffic violations will also exclude the applicant from transporting youth. See the Guidelines for Background Checks included in this packet. |
| _____ | 7. Complete the Child Safety Training on child sexual abuse. Contact the Diocesan Administrator to receive the link. Print certificate of completion and place in file. |
| _____ | 8. Applicant to read the Abbreviated OCA Policies, Standards, and Procedures (PSP) 2015. Sign acknowledgement that the applicant has read and understands the rules outlined in the document. (Form V-5) |
| _____ | 9. Give applicant a copy of the Reporting Procedure for Sexual Misconduct provided in this packet. |
| _____ | 10. Applicant to sign Volunteer Agreement (Form V-4) |
| _____ | 11. After the above is completed and approved by the priest and/or volunteer coordinator, the applicant may now serve in his/her appointed ministry. |
| _____ | 12. Place all signed documents in Volunteer's file at the church. |

Youth Volunteer Application

Form V-1

SECTION I. PERSONAL INFORMATION AND RESIDENTIAL HISTORY

Name: _____
(First, Middle, Last)

Maiden Name/Alias/Other: _____

Email: _____

Emergency Contact: _____ Phone _____

Date of Birth: _____ Social Security # _____

Driver's License #: _____ State _____ Exp. Date: _____

Please provide your current and previous addresses for the last seven (7) years, including temporary addresses (school, etc.)

(1) Current Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(2) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(3) Previous Address: _____

City/State/Zip: _____ County: _____ Dates: _____

(Provide additional addresses on separate sheet if necessary)

II. Experience and Education

Have you ever worked with youth or children? Yes No If yes, please list where:

Past Volunteer Experience (include organization/agency, position, supervisor phone/email):

Employment (most recent and include company, position, supervisor phone/email):

Please list your education background:

| Name | Graduate? | Year | Degree or course of study |
|------|-----------|------|---------------------------|
|------|-----------|------|---------------------------|

| | | | |
|--------------------|-------|-------|-------|
| High School: _____ | _____ | _____ | _____ |
|--------------------|-------|-------|-------|

| | | | |
|----------------|-------|-------|-------|
| College: _____ | _____ | _____ | _____ |
|----------------|-------|-------|-------|

| | | | |
|--------------|-------|-------|-------|
| Other: _____ | _____ | _____ | _____ |
|--------------|-------|-------|-------|

Is there any reason you should NOT work with or around children or youth? _____

III. Criminal History

Have you ever been the subject of a child abuse investigation? _____

If yes, please provide details:

Have you ever been convicted of or pleaded guilty to a criminal offense? _____

If yes, please provide details:

IV. References

(Exemption: If, as of June, 2015, you have worked as a church school teacher or other youth worker, you do not have to completed this section)

Please list three references (must be of a business or organizational nature):

Name: _____ Phone: _____

Address: _____ Years known each other: ____

Name: _____ Phone: _____

Address: _____ Years known each other: ____

Name: _____ Phone: _____

Address: _____ Years known each other: ____

Reference Check Documentation Form V-2

(to be filled out by the priest or volunteer recruiter/coordinator)

Applicant Name: _____

Reference Name: _____

Date of Contact: _____

Method of Contact and Contact Information:

Telephone: _____

E-mail: _____

Other: _____

Reference Check Type (check one):

Former Employer

Personal

Former Volunteer

Other (please specify): _____

How do you know the applicant and for how long?

How would you describe his/her personal characteristics?

How would you say he/she relates with children?

Based on your observation, is this person reliable and dependable?

Would you feel comfortable with this person being alone with a small group of children for a period of time? Why or why not?

Do you have any concerns we should know about regarding this person's ability to work with children/youth?

Were you ever made aware of circumstances in which this person's care of children/youth was called into question or criticized? If yes, please describe the circumstances.

Do you recommend this person to work with children/youth? Why or why not?

Is this person eligible to work with your organization's children again in the future? If no, why not?

Additional notes or comments:

Signed (person checking reference): _____

Printed Name: _____

Date: _____

Background check permission form Form V-3

I hereby allow [name of church] to perform a check of my background, including:

(check **only** those that apply to the position you are seeking)

- Criminal records
- Driving records
- Employment verification / volunteer history
- Child Abuse Clearance
- Educational / diploma verification
- Personal references

and other persons or sources as appropriate for the volunteer jobs in which I have expressed an interest.

I understand that I do not have to agree to this background check, but refusal to do so may exclude me from consideration for some types of volunteer positions and that all such information collected during the check will be kept confidential.

I hereby also extend my permission to those individuals or organizations contacted for the purpose of this background check to give their full and honest evaluation of my suitability of the described volunteer work and such other information, as they deem appropriate.

Signed _____ Date _____

Volunteer Agreement

Form V-4

Organization

We, _____ [name of church], agree to accept the services of
_____ [volunteer] beginning _____, and we commit to the
following:

1. To provide accurate information, training, and assistance.
2. To empower the volunteer for success and fulfillment within his/her ministry area.
3. Respect the skills and individual needs of the volunteer.

Volunteer

I, _____, agree to serve as a volunteer and commit to the following:

1. To perform volunteer duties to the best of my ability
2. To adhere to the church rules, policies and procedures.
3. To meet time and duty commitments, or to provide adequate notice so that alternate arrangements can be made.
4. To attend Volunteer training as it pertains to my area of ministry.

Volunteer

Staff Representative

Date

Date

Acknowledgement of PSPs Form V-5

I, _____, acknowledge that I have read the Abbreviated OCA Policies, Standards, and Procedures (PSP) on Sexual Misconduct (2013). I have also been given a copy of the reporting procedure if sexual abuse / misconduct is suspected. I agree to engage in best practices including the two adult rule as outlined in the PSP Section 13.

Volunteer Signature Date

Volunteer Interview and References Exemption Form V-6

To be signed by Parish Rector

I, _____, certify that the Volunteer, _____,
(Parish Rector) (Name)

has been working in the capacity of _____ at _____
(Role) (Name of Parish)

for ___ years. As his/her priest and confessor, I vouch for this individual's ability to work with children in the parish. I can attest to the individual's character and suitability for working with minors.

Parish Rector (Print)

Signature

Date

Interview questions

(It is recommended that no more than 10 questions be selected for a single interview.)

- What interested you about this volunteer position?
- Is there an aspect of our mission that motivates you to want to volunteer?
- Tell me the story of how you chose your education program OR career path OR life work?
- Have you volunteered in the past?
 - o Yes: What have you enjoyed most about previous volunteer work?
 - o No: What have you enjoyed most about previous paid work or other activities?
- Are you involved in other organized activities?
- What special skills would you like to utilize as a volunteer?
- Are there tasks that you do not want to do as a volunteer?
- Can you briefly talk about your experiences as they relate to this position?
- What would you say are three of your strengths?
- Do you prefer working independently or with a group?
- What would be the ideal volunteer job for you – and why?
- Describe your ideal supervisor.
- What are your expectations of our organization? Of our employees?
- What are your personal goals for this experience?
- Do you have any concerns about what we expect of you?
- Are you willing to make a time commitment of _____?
- Are you interested in some training pertinent to this position?
- Are you willing to provide training in your area of expertise to other volunteers or staff members?
- Do you have any questions that you would like to ask us?

Why should we interview volunteers?

- To give the volunteer sufficient information to make a decision about volunteering for your organization.
- To demonstrate that you take the volunteer's involvement seriously.
- To gain factual information about the volunteer, complete contact information and references if needed or appropriate.
- To explore whether there is a match between what is needed/offered by the organization/volunteer.

What do we want to find out?

- Do you want to engage this volunteer?
- What are the volunteer's expectations?
- Why does the volunteer want to volunteer for your organization?
- What tasks are appropriate for the volunteer?
- What are the limitations that might influence what tasks the volunteer can undertake?
- What are the volunteer's interests, skills, knowledge and experience?
- When is the volunteer available to work?
- How much support or supervisions will the volunteer need?

Where should the interview take place?

- A quiet location that allows for respect of the volunteer's privacy
- An environment that is comforting, welcoming, easy to find and accessible to all parties

What preparations are needed before the interview?

- The interviewer should have a structured framework within which to work.
- To make sure all volunteers are treated equally, they should all be asked the same range of questions.
- Simple, non-threatening questions should be prepared, since the volunteer may be uneasy about the perceived imbalance of power to start with.

- A brief summary of relevant information about your organization should be prepared; bombarding the volunteer with lots of facts and details should be avoided.
- Information about the selection procedures, training, benefits, reimbursements, etc. should be available.

Considerations in evaluating the interview questions/process

- If you found yourself skipping certain questions, why?
- Which questions seemed to work? Which questions didn't work? Why?
- What factors about the interview (location, environment, choice of interviewer, etc.) worked or did not work?
- Did the prospective volunteer ask you anything that caught you off guard or you were not expecting?