



## **Disciplinary and Legal Background**

- Y N As a volunteer working with Jacob's Well's children and/or youth, do you agree to observe Jacob's Well's Policies for the Protection of Children and Youth? (PLEASE REVIEW THE POLICIES BEFORE RESPONDING).
- 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 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 accused of physically, sexually, or emotionally abusing a child or adult? If yes, please provide a description of the circumstances and an explanation of the outcome of the accusation (i.e., you were reported to authorities who found no merit in the accusation or you were charged with a crime and subsequently acquitted).
- Y N Have you ever been reported to a social services agency, law enforcement authority, child abuse registry, or similar organization as having committed abuse or misconduct involving children? If so, please provide a description of the circumstances, the name and address of the entity receiving the report, and an explanation of the outcome of the report.
- Y N Have you ever been subject to reprimand or discipline by a church or other organization for any activity involving children or youth or for sexual misconduct, sexual harassment, or other immoral or inappropriate behavior or conduct? If so, please provide a statement describing the circumstances and provide the name and address of the church or 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? If so, please provide a statement describing the circumstances and provide the name and address of the employer or other organization where the lawsuit, investigation, or allegation arose or occurred.
- 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 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, other organization for which you volunteered, licensing authority, or professional association for sexual misconduct, violence, or misconduct involving children or adults?
- Y N Were you a victim of sexual, emotional, or physical abuse as a child? *If you do not feel comfortable answering this question, you may discuss your answer in confidence with a pastor or church leader rather than answering on this form. Answering yes or failing to answer will not disqualify an applicant for children or youth work.*

**Employment History**

Identify all employers for whom you have worked for the past five years. Include part-time and temporary employers. Start with your most recent employer. Attach an additional sheet if necessary.

<b>Employer Name</b>	<b>Phone Number</b>	<b>Title/Duties</b>	<b>Dates Employed</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References (at least two persons who are not members of your family)

<b>Name</b>	<b>Address</b>	<b>Telephone</b>	<b>Email</b>	<b>Relationship</b>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Church Activity**

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

<b>Church Name</b>	<b>Telephone</b>	<b>Contact</b>	<b>Dates Attended</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

How long have you been attending Jacob's Well? \_\_\_\_\_

Approximate First Date Attended \_\_\_\_\_

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

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

#### Applicant's Statement

I understand and agree that it is critical to the mission and ministry of Jacob's Well that all volunteers conform to the highest standards of safety, interpersonal conduct, and sexual morality. I affirm that I will strictly comply with Jacob's Well's Policies for the Protection of Children and Youth, including the Code of Conduct for the Protection of Children and Youth. I understand and agree that failure by me to abide by such policies and procedures may result in my removal from a volunteer position at the discretion of church leadership.

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

\_\_\_\_\_

Volunteer

Applicant's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Printed Name

**Volunteer Background Check Authorization**

**Authorization to Secure Consumer Investigative Report**

I authorize Jacob’s Well Church to make whatever inquiries it may deem necessary in connection with my application for a volunteer position to work with Children and/or Youth. As part of such inquiries, the Church has my permission to contact persons who may have information regarding my suitability for such a volunteer position and to secure consumer reports (including investigative consumer reports).

I authorize and instruct any person or agency contacted to participate or conduct inquiries at the Church’s request, to compile information, and to furnish any information obtained as a result of such inquiries.

I further authorize the Church, in its sole discretion, to furnish copies of this authorization and my application, or information from my application, to any person and/or consumer reporting agency in connection with above purposes.

Signature: \_\_\_\_\_

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

**Jacob's Well Children's Ministry  
and Youth Ministry Application**

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

This form is to be completed by all applicants for volunteer positions involving supervision of Children or Youth as defined by Jacob's Well's Policies for the Protection of Children and Youth. This application is used by Jacob's Well to help promote a safe environment for the children and youth who participate in our programs or use our facilities.

Any applicant who has ever been convicted of sexual, physical, and/or domestic abuse, including but not limited to abuse of a child, should not volunteer service in any Jacob's Well sponsored activity or program involving children or youth. Applicants with criminal records of other types will be evaluated at the discretion of the church leadership team.

Any applicant who is a survivor of childhood sexual and/or physical abuse needs the love and acceptance of the Jacob's Well family. Applicants who have such a history should discuss their desire to work with youth with the Children's Ministry Director or Senior Pastor prior to any participation as a youth worker.

All applicants must study and agree to obey the Policies for the Protection of Children and Youth and must agree to sign the Code of Conduct for the Protection of Children and Youth.

**Before You Begin**

Three-Month Rule – All volunteers must be regular attendees of JACOB'S WELL for at least three months before becoming a Children's Ministry or Youth Volunteer.

Completion of Application – All Children's Ministry or Youth Volunteers must complete and sign an application form.

Release Authorization Form – All Children's Ministry or Youth Volunteers must complete and sign a Background Check Authorization Form.

References – After gaining the applicant's permission, church leaders will contact references. Persons asked for references may be suggested by applicants or selected by church leaders. The church may contact employers, former ministers, and persons who have supervised applicants in church work previously.

Background Check and Social Services Registry – After gaining the applicant's permission, church leaders will conduct a criminal background check and a registry check of applicants.

Auto Safety Form – All Children's Ministry or Youth Volunteers teachers who will be driving children or conducting other church business must complete and sign an Auto Safety Form.

Signed Agreement to Abide by the Code of Conduct – All Children's Ministry or Youth Volunteers must sign an agreement to abide by the Jacob's Well Code of Conduct for the Protection of Children and Youth.