



Basic Volunteer Application

Please remember to sign and date your application. If you are under 18 years of age, a parent or guardian will also need to sign this application.

Legal Name: _____
Last First Middle Initial

Home Phone: () _____ Cell / Pager: () _____

Work Phone: () _____ Best time to call: _____

E-mail Address: _____

Place of Employment: _____ How Long Employed: _____

Marital status: _____ Spouse's Name: _____

Name(s) of children with ages: _____

Do you have a personal relationship with Jesus Christ? Briefly describe: _____

Date of Baptism: _____

Date(s) of Other Spiritual Milestones (please explain): _____

How long have you attended this church? _____ Are you in a small group? _____

List any leadership/volunteer experience you have had: _____

List any training, education or spiritual gifts that have shaped you: _____

List any other church ministries in which you are involved: _____

Do you have any physical disabilities or conditions that might prevent you from certain types of activities? _____ If yes, please describe:

Application to Work with Children / Youth

This application is to be completed in full by all church paid staff and all volunteers for any position involving the supervision, teaching, or custody of minors. Information will be treated as confidential and is needed to help us provide a safe environment for children and youth who participate in our programs and use our facilities.

Name (First, Middle, Last): _____ Date: _____

(List any other names that have been used, including maiden or previous married name)

Address: _____
Street City State Zip

Home Phone: () _____ Work Phone: () _____

Best time to call: _____

SS# - - Birth date: _____ Drivers License Number: _____

Marital Status: _____ Spouses Name: _____

Emergency Contact: _____ Phone: () _____

Number of Children: _____ Ages: _____

Do you have any medical training or are you CPR certified? _____

Positions

In which areas would you like to serve? Please check below.

Nursery

Toddler 3 4 5

Primary Elementary (1-3rd):

Elementary (4th-5th):

Middle School (6th-8th):

High School (9th-12th):

When are you available to serve?

Saturday Night Worship 6:00

Sunday Worship

8:30 9:50 11:15

Midweek Program

Background

How long have you been attending this church? _____ years _____ months

Are you a member of this church?

Yes No In Process

Do you have a personal relationship with Jesus Christ?

Yes No Since when? _____

List your top three spiritual gifts (if you are not aware of your gifts, please ask for a Spiritual Gifts Inventory):

List any gifts, talents, training, skills or education that have prepared you to work with children: _____

Do you have any physical disabilities or conditions preventing you from performing certain types of activities?

Yes No If yes, please explain _____

Have you ever been convicted of a crime?

Yes No If yes, please explain _____

Have you ever been accused, arrested or convicted of child abuse, neglect, or a crime involving actual or attempted sexual molestation of a minor or other sexually related crime?

Yes No If yes, please explain _____

Do you use illegal drugs?

Yes No

Have you ever been hospitalized or treated for alcohol or substance abuse?

Yes No

Are there any circumstances involving your lifestyle or your background that would call into question your ability to work with children?

Yes No Please explain: _____

Have you had any painful experiences in your life that have better equipped you or that may hinder you from a productive ministry with children?

Yes No

If so, would you like to talk to a pastor regarding this circumstance?

Yes No

Prime Information Center, Inc.
A Professional Screening Company



P. O. Box 840043
(281) 859-9220 Office

Houston, Texas 77284
(281) 859-3811 Fax

**FAIR CREDIT REPORTING ACT (FCRA)
DISCLOSURE AND AUTHORIZATION**

NOTE: PLEASE READ CAREFULLY BEFORE SIGNING BELOW

POSITION APPLIED FOR: _____

I understand that _____ ("Company") and Prime Information Center, Inc. (agent) may obtain or will prepare a consumer report or investigative consumer report ("Report") concerning one or more of the following: my social security number, motor vehicle operation history, criminal history, and other information to the extent permitted by law from various local, state, and federal agencies, private and insurance sources, and other available public records. These requests are initiated for Pre-Employment screening or at customer request if the employee or applicant has a job assignment or position that may require an access badge for plant sites that require a background check. You are notified that a Report from a consumer reporting agency may include such credit information or even such information as character, general reputation, personal characteristics, and mode of living. The sex and race are required for the Report and are in no way or manner to be used or construed in a discriminatory manner.

I understand that I have the right to dispute information on the Report. Before any adverse action is taken in whole or in part as a result of the information contained in a consumer report, I will be provided a copy of the consumer report, a description of my rights under the law, and the name, address and telephone number of the agency providing the Report.

I understand that upon written request to the Company, I will be informed whether an investigative consumer report was requested and given full information as to the nature and scope of this investigation.

By signing below, I voluntarily and knowingly authorize the Company or Prime Information Center, Inc. or their agents to obtain reports about me from consumer reporting agencies. The Company will consider the Reports when making decisions regarding my application for employment or continued employment with the Company. I can read, write and understand the English language.

Name: _____
(Please Print)

Signature: _____

Date Signed: _____

(Please note a summary of your rights under the Fair Credit Reporting Act prepared by the Federal Trade Commission is on the reverse.)

(PLEASE PRINT)

FIRST NAME: _____

MIDDLE NAME: _____

LAST NAME: _____

Current Address including City, State, Zip:			
Maiden/Former Name:	Home Phone:	SSN:	
Driver's License:	State Issued:	DOB:	Sex / Race
List all cities, states, and counties where you lived, were employed, and/or attended school for the last seven years. Please list any additional locations on a blank sheet.			
City	State	County	

Education History (Please do NOT use abbreviations)

List only the highest level achieved

Institution Name: _____ Major: _____

Address: _____ City: _____ State: _____

Attendance Dates: From: _____ To: _____ Graduation Year: _____

Diploma / Degree / GED / Certificate: _____

Employment History (Please do NOT use abbreviations)

May we contact this employer? Yes No

Current Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Previous Employer: _____ Phone: _____

Address: _____ City: _____ State: _____

Dates Employed: _____ Title: _____

Please attach another sheet if needed.

A Summary of Your Rights Under the Fair Credit Reporting Act

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

•You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

•Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

•Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

•Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

•You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

•You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

•You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

•You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

•Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

•You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

The FCRA gives several different federal agencies authority to enforce the FCRA. Source: <http://www.ftc.gov/os/statutes/2summary.htm> 8/98.

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:	ON:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580	202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name) Office of the Comptroller of the Currency	Compliance Management Mail Stop 6-6 Washington, DC 20219	800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551	202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552	800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314	703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429	800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce	Commission Department of Transportation Office of Financial Management Washington, DC 20590	202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250	202-720-7051

