



Office Use Only	
<input type="checkbox"/>	Initial contact _____
<input type="checkbox"/>	References _____
<input type="checkbox"/>	Position of interest: _____
<input type="checkbox"/>	Celebration Preference: _____
<input type="checkbox"/>	Placement _____
<input type="checkbox"/>	Plan to Protect _____
<input type="checkbox"/>	Follow Up _____

“Adult-SERVE” Participation Form

We deeply value all of the work that our parents and non-parents do in our Westside Children’s Ministries (birth through Gr 6). It is our desire to partner with you so you can begin your journey giving back to God through our kids’ community.

In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, our youth and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership. Some things taken into consideration are:

Our WKC philosophy of staffing - We believe that what makes our community unique is the variety of gifts God has brought to us through both paid and volunteer staff.. Although we are looking for candidates to fill specific positions, we recognize that each person who joins us has interests and abilities which go beyond a particular job. We hope our application procedure will help us to get to know you better.

At WKC, we have a moral and legal obligation to protect kids - We do not want to be found negligent in doing all we can to be sure the staff we recruit are suitable caretakers. Negligence is defined as "the omission to do something which a reasonable man, guided upon those considerations which ordinarily regulate the conduct of human affairs, would do, or doing something which a prudent man would not do." Prudence dictates that volunteers who work with minors be screened. We do not discriminate. All staff are required to complete the process - whether we have known them all of our lives or we have just met them.

At WKC, we have an obligation to protect our staff - The media has published numerous reports of allegations of misconduct on the part of child care personnel - some have proven to be true, many have not. We desire to provide a safe environment by carefully screening staff, and by having them follow appropriate policies and procedures. This protects the staff as well, because if there is no opportunity for the occurrence of inappropriate conduct, there can be no foundation for accusations.

Your Personal Information

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number (H) _____ (C) _____

Best way to contact you would be: _____

Your Personal History

Where are you currently employed? What do you enjoy most of your employment role?

Family, hobbies, Interests or Skills _____

If a friend was to describe your strengths and weaknesses, what might they say about you...

Your Spiritual History

How long have you attended Westside King’s Church? _____

How would you describe your relationship with God?

- Growing and Leading - able to lead others to a deeper understanding of God.
- Growing and Learning – understand & accept Jesus Christ as Lord & Saviour.
- Interested in spiritual things, still on my own journey to understand God.

Describe your spiritual journey. _____

List any gifts, training, education or other qualifications that have prepared you to minister with children or youth. _____

What do you think you would like about serving with WKC children's ministries:

What might you find challenging? _____

How might your past knowledge or experience of ministry to children (birth thru Gr 6) affect how you interact with children? _____

Have you ever been a victim of child abuse? Yes No

If yes, what kind of recovery program have you been involved in? _____

Ministry Information and Experience

Churches you attended in the last five years are as follows:

1. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Area of involvement _____

2. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Area of involvement _____

Other present or previous volunteer experience is as follows:

1. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

2. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

Confidential Information

In order to provide a safe and secure environment for our Church's children and youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the *Plan to Protect* team and will not be disclosed by the church unless required by law. Answering yes to any of the questions may not necessarily prevent you from volunteering with the church. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment? (e.g. pornography, use of illegal substances, etc.) Yes No

2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) If yes, please list offence(s) and date(s) of conviction: _____

3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities) Yes No

4. Have you been investigated by the Child Welfare Agency or any other organization for suspected child abuse? Yes No

5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceedings in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons? Yes No

6. Do you have any health concerns which would impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied) Yes No

7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at the Church? Yes No

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference _____ Day Phone _____

How long have you known this person: _____ Evening Phone _____

Address _____

Nature of Relationship _____

2. Name of Reference _____ Day Phone _____

How long have you known this person: _____ Evening Phone _____

Address _____

Nature of Relationship _____

3. Name of Reference _____ Day Phone _____

How long have you known this person: _____ Evening Phone _____

Address _____

Nature of Relationship _____

RELEASE OF INFORMATION AND DECLARATION OF INTENT

I hereby give Westside King’s Church my consent to verify the information provided by me in this “Adult-SERVE Participation Form” and to contact the references and current and former organizations listed above and to obtain and verify any information from them (and any other persons that the Church determines might be able to provide relevant information) that may be relevant to my application.

I grant my permission for the church to perform a police records check on me, and I will sign and return the attached “Release of Information and Declaration of Intent” for such purpose.

I further grant the church permission to perform an internet search on me and to review and consider any information found by me on the Internet.

I understand that if the church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in the church or for the volunteer position for which I am applying, the church may terminate my volunteer service or volunteer position for any reason without advance notice.

If the church approves my application for a volunteer position, I will sign any documents that the church requires and will at all times cooperate fully with the staff of the church in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential. I agree to be bound by the policies of Westside King’s Church and to refrain from unscriptural conduct in the performance of my services on behalf of the Church.

I understand that if my character or morals should be inappropriate and/or criminal at any time during the time I volunteer with Children’s Ministries of Westside King’s Church, the Church will be entitled to terminate my assistance without expressed cause or prior notice, regardless of any other verbal or written statements by Westside King’s Church prior to, at, or following the date of volunteer service.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of the church, I will inform the church and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Adult-SERVE Participation Form is true and correct.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Information received is confidential and is being gathered for the purposes of considering your application for volunteer ministry with the Church and for determining what, if any Church ministries, you may be suited for in future.