



Child Safety Screening Approval Form

This form must be filled out and signed before someone can work/serve/volunteer with minors.

Applicant Identifying Information

Full Name: _____ Date of Birth: _____ Last 4 of SSN: _____

Email: _____ Phone #: _____

Approval Information Checklist

Check off the required items needed and attach all supporting documentation.

- ☐ Completed Safety Application
- ☐ Signed Application Statement and Agreed Code of Conduct
- ☐ Completed Background Checks in last 3 years
- ☐ Interview Completed
- ☐ Completed Reference Checks
- ☐ Child Safety Training Completed. Score: _____
- ☐ Member of GWC for 6 months or more
- ☐ Ministry leader's (Name: _____) approval that the applicant is spiritually fit for service.

Approval Decision

☐ Approved

☐ Not Approved

Notes: _____

Must be signed by a member of the Child Safety Committee before eligibility can begin.

Print Full Name: _____ Date: _____

Signature: _____



Safety Application Form for Volunteers and Employees **Confidential**

The **Greater Wilmington Church (GWC)** will be known as the 'Church / church' within this document.

This application should be completed by all applicants for any position (volunteer or employment) involving the supervision of children or students. This is not an employment application. The purpose of this form is to assist in the creation of a safe environment for children or students who participate in the programs of the church or use the church facilities.

Name: _____ Phone: _____

Email: _____ Date of Birth: _____

Address: _____

Drivers License # _____ Social Security # _____ - _____ - _____

Sex: _____ M _____ F Marital Status (circle): *single married separated divorced widowed*

How long have you lived at your current address? _____

Previous address: _____

List all other cities and states where you have lived as an adult:

Please list *all previous volunteer work or employment* involving children or students (List each organization's name and address, type of work, dates, and a **contact person** familiar with your work there. **Use the back of this page for more space, if necessary.**)



List any talents, vocations, preparation, training or other experiences that have equipped you to work with children or students:

Please complete a separate reference form providing one professional reference (if applicable), one personal reference, and one family member. References must include one family member and one member of the opposite sex. Please contact these references and inform them an authorized background company staff person will be contacting them. (**See Reference Form** attached. References supplied on an Employment Application may take the place of this form for applicants seeking *employment* with the church.)

Because we care for children and desire to protect them, please answer the following questions. We understand that the answers to these questions may be private and deeply personal, and we will protect your privacy in every possible context. It is the position of the church that suspicions or allegations of child abuse or neglect will be reported to relevant state authorities.

Why do you want to work with children or students at the church?

Do you have a preference concerning the age group or sex of children or students with whom you would like to work? If so, what is the basis for this preference?

What is your philosophy concerning redirection or discipline of children?



When you are unhappy, angry or emotional about a person or circumstance, what do you do?

Have you experienced any significant physical or emotional stressors within the past year, such as the loss of a parent, spouse, or child, extreme ill health, or any emotional or physical crisis? If so, please briefly explain. (Use back of page if necessary.) *This question, aimed at SITUATIONAL offenses, is optional.*

Have you ever physically or sexually abused a child?

Has someone ever accused you of physically or sexually abusing a child, or molesting a child?

Do you consider yourself to have been physically or sexually abused as a child? **Yes/No**
(We realize this information is potentially sensitive, and it will be kept entirely confidential, where another child's safety is not negatively impacted by confidentiality.) If so please explain:

If you answered 'yes' to this question, would you consider counseling or resources (available through the church) to address any resulting emotional or spiritual harm or damage?



I authorize the church to contact all individuals, organizations and references listed on this **Safety Application Form** in order to verify the information I have provided. I agree to release from liability any person or organization providing information related to me, including those persons I have listed as references, as well as contact persons from my previous volunteer work or employment with children.

I specifically authorize the church to undertake a criminal background check concerning my past.

I understand and agree that any information received from the background check and application verification will not be disclosed to me except as required by law, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.

By signing this form, I certify and affirm that the information I have given on this form is true, complete and correct in all respects.

Signature: _____ Date: _____



Volunteer Statements and Agreed Code of Conduct

The **Greater Wilmington Church (GWC)** will be known as the 'Church / church' within this document.

Please initial each of the following statements:

- _____ I declare that all statements contained in my Safety Application Form are true. I understand that any misrepresentation or omission is cause for dismissal from any ministry involvement.
- _____ I understand that **my references and contacts** from prior church or non-church work with children, students, or disabled adults will be contacted and that an appropriate **criminal background check** will be conducted. I authorize investigations of all statements contained in this application. I specifically authorize the church to undertake a criminal background check of my past.
- _____ I understand that I must be interviewed and recommended by a member of the Church Screening and Selection Committee before I begin service as a volunteer in the Church ministries.
- _____ I understand that I can withdraw from the application process at any time.
- _____ I understand that the Church has a policy of ZERO TOLERANCE FOR ABUSE and takes all allegations of abuse seriously. I further understand that the Church cooperates fully with the authorities to investigate all cases of alleged abuse. Abuse of any kind is grounds for immediate dismissal from my volunteer position and possible criminal charges.
- _____ I declare that I am not a pedophile or child molester. I have not perpetrated physical abuse, sexual abuse, emotional abuse or neglect against a child, student or disabled adult, and I have never been accused of these acts.
- _____ I understand and agree that false statements regarding past conduct and/or present situations may be grounds for denial of this application to provide volunteer services, and that refusal to inform the Church of the contents of a sealed criminal record will result in the automatic denial of the application.
- _____ If accepted as a volunteer, I agree to read and abide by all Policies and Procedures provided to me by the Church.

Signature: _____ Date: _____

For Office Use Only

I have reviewed this application and have noted any missing information.

Screening Committee Member Signature: _____ Date: _____



Reference background check for **Greater Wilmington Church (GWC)**

Volunteer's Name: _____

REFERENCE FORM

Name	Address	City and State	Zip Code	Telephone
<i>Personal:</i> <i>Email:</i>				
<i>Professional:</i> <i>Email:</i>				
<i>Family Member:</i> <i>Email:</i>				

References Required: Each applicant must submit the names and phone numbers of at least one professional reference, one personal reference and one family member. Additional professional references may be submitted if deemed helpful by the applicant in allowing the church to determine applicant's fitness for volunteer position and qualifications. The professional references should be familiar with the quality of the individual's work. One of these references should be a person of the opposite sex.



Cover Letter for References

Greater Wilmington Church (GWC)
[ENTER CHURCH ADDRESS]

Date: _____

Name & Address of Reference

Dear _____:

Your name was given to us by _____ as a reference. This person is being considered for work with children as a volunteer or employee at the **Greater Wilmington Church (GWC)**. We would appreciate it if you would complete the attached reference form and return it to us by _____, 20__ in the enclosed self-addressed stamped envelope **OR** by email.

At the **Greater Wilmington Church (GWC)** we desire to offer a safe, excellent and child friendly atmosphere for all our children's programs. We ask all volunteers and employees to complete applications and provide recommendations to us through references. Thank you, in advance, for assisting us through your thoughtful responses to this request.

All information is held in strict confidence, with very limited access to this private information. If you would prefer to provide this reference information by telephone interview, please call _____ at this number: _____.

Again, thank you for your timely assistance.

Sincerely,

(Name, Title)



Reference Form (by telephone)

Personal Reference Form for Positions in Ministry Programs

Name of Applicant: _____ Date: _____

Name of Reference: _____

1. How long have you known this applicant? _____

2. What is your relationship to the applicant? _____

3. How would you rate the applicant's ability to work with and relate to children?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

Can you give me an example of how the applicant relates to children?

4. Do you know if the applicant has worked with children in the past? If so, what type of work or services with children has the applicant provided? (Example: Elementary School 'room parent', little league assistant coach, reading mentor, etc.)

5. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with children. How would you rate the applicant's ability to be patient and calm?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

6. Have you known the applicant to use harsh or abusive discipline with a child? Do you know of any reason the applicant would pose a danger to any child? Are you aware of any claim of child abuse or neglect alleged against the applicant?



Reference Form (by mail/email)

Personal Reference Form for Positions in Ministry Programs

Name of Applicant: _____ Date: _____

Name of Reference: _____

1. How long have you known this applicant? _____

2. What is your relationship to the applicant? _____

3. How would you rate the applicant's ability to work with and relate to children?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

Have you seen the applicant working with children or students first hand? Can you give an example of how the applicant relates to children?

4. We are looking for someone who can stay calm and control frustration even under very frustrating conditions with children. How would you rate the applicant's ability to be patient and stay calm?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

5. Have you ever known the applicant to use harsh or abusive discipline with a child? Do you know of any reason the applicant would pose a danger to any child?

6. Would you be comfortable placing one of your own children in the care of the applicant? Why or why not?



7. What are the applicant's hobbies and recreational activities?

8. How would you rate the applicant's ability to relate with adults?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

Can you give me an example of how the applicant relates with adults?

9. We need a person who can be supportive and understanding to a child or student. How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

10. If you can think of a time when the applicant was able to show genuine concern for a person who needed comfort, please tell me about that time.

11. Do you have any additional comments or questions?

Signature of Reference _____



7. Would you be comfortable placing one of your own children in the care of the applicant? Why or why not?

8. What are the applicant's hobbies and recreational activities?

9. How would you rate the applicant's ability to relate with adults?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

Can you give me an example of how the applicant relates with adults?

10. We need a person who can be supportive and understanding to a child or student. How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

_____ Above satisfactory _____ Satisfactory _____ Below satisfactory

11. If you can think of a time when the applicant was able to show genuine concern for a person who needed comfort, please tell me about that time.

12. Do you have any additional comments or questions?

Signature of Interviewer _____



Interview Form

Interview for Positions in Ministry Programs Involving Minors

Applicant's Name: _____

1. Why are you interested in this position, and how did you hear about it?

2. Do you have a preference concerning the age of children or students with whom you work? If so, why? (What is the basis for this preference) Have you worked or volunteered with this age/gender in the past?

3. Have you worked or volunteered with children in the past (other than the work referenced above)? Tell me about it.

4. Sometimes we are expected to apply policies with which we don't agree. Tell me about a circumstance when you had to stick to a policy or rule, even though it didn't seem to make sense. What did you do in that situation or circumstance?

5. Think of a time when a child really tried your patience, or a circumstance when a child or student tried to get an emotional response from you. How did you handle this circumstance?



6. What are the two most frustrating or difficult circumstances involving children or students you have encountered? How did you respond to these circumstances? How did your response affect the children, students involved, or the circumstance?

7. Has a boss or supervisor complimented you for your sound judgment? What was the circumstance and how did you show good judgment?

8. What was it like growing up in your family of origin? Describe your current family (if applicable).

9. How did your parents handle discipline? What did you see modeled WELL? What will/did you avoid in your own family?

10. Have you ever abused or molested a child? Have you ever been accused of abusing or molesting a child? (See optional follow-up questions related to evasive responses or non-answers.)

OPTIONAL:

11. Do you use illegal drugs? Have you ever used illegal drugs? Have you ever abused legal drugs?



12. How would you describe your relationship with your best friend, or a very close friend?

Interviewer: _____

Date: _____