

SCREENING FORM FOR ADULT WORKING WITH MINORS –Page 2

Have you ever been charged or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor or any sexual offense or abuse against a child? If so, please explain:

Is there any fact or circumstance about you or your background that would call into question the advisability of entrusting you with the supervision, guidance and care of young people?

Do you have any special requirements of which we should be aware? (For example: cannot drive, prefer daytime hours only, cannot participate in outdoor activities, medical limitations, etc.)

Personal References

(Not former employers or relatives)

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

Attest Statement

Under penalty of perjury, I swear or affirm that the information given above is true, complete and correct. I understand and agree that a complete background investigation, including criminal records, sex crimes registry with the United States Justice Department, driving record, and any other background search deemed necessary will be conducted with respect to me, and that this information may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I hereby release and agree to hold harmless from liability any person or organization that provides such information. I also agree to release and hold harmless Harpeth Presbyterian Church their officers, employees, agents and volunteers.

The authorization and release herein stated are valid for a period of no longer than 180 days from date of application.

Applicant's Signature: _____

Date _____

Witness _____

Title of Witness _____

An attachment of a photograph of the applicant will be made to this document if approved as a volunteer or paid staff member of HPC.

SCREENING FORM FOR TEENS WORKING WITH MINORS

This form is to be completed for any position (paid or volunteer) involving the supervision or care of minors or the mentally handicapped. This is being used to provide a safe and secure environment for the activities or programs of the church.

Name _____
Last First Middle

ID or DL# _____ Date of Birth _____

Present Address _____

City _____ State _____

Zip Code _____ Phone _____

Email _____

School _____

Grades _____

If less than one year:

Previous Address _____

City _____ State _____ Zip Code _____

Phone _____

Email _____

School _____

Grades _____

I understand that in serving as a volunteer or in a paid position for the Harpeth Presbyterian Church that I am willing to abide by the Policies & Procedures set forth in the Risk Management Program to reduce the risk of Child Abuse in this church. I understand that child abuse is a serious matter and will do my part in the prevention of child abuse while serving as Second Presbyterian Church.

Signature of Teen Worker

Date

I do not know of any reason why my child should not serve as a Teen Worker with Minors. They do not demonstrate any signs of being a potential risk to the church.

Signature of Parent/Guardian

Date

BACKGROUND INVESTIGATION CONSENT

I, _____ (applicant complete name), hereby authorize Harpeth Presbyterian Church and/or its agents to make an independent investigation of my background, references, character, past employment, education, criminal, or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information, which may be material to my qualifications for employment now, and if applicable, during the tenure of my employment with Harpeth Presbyterian Church.

I release Harpeth Presbyterian Church and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims, or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name, and all information is true and correct to the best of my knowledge.

Full name (printed)

Maiden name or other names used

Present street address

How long?

City/State

Zip

Former street address

How long?

City/State

Date of birth

Social security

Driver's license #

State of license

Signature

Date

CRIMINAL RECORDS CHECK INFORMATION FORM

Full Name _____
Last First Middle Maiden

Sex: (please indicate) Male _____ Female _____

Race: (please indicate)

W B I A H O
White Black American Indian Asian/Pacific Islander Hispanic Other

Date of Birth: ____ / ____ / ____
Year Month Day

Social Security # _____ - _____ - _____
(helpful in correctly identifying volunteer applicants)

Have you ever been convicted of a crime? _____yes _____no

Are there any legal charges pending against you? _____yes _____no

If yes, please explain:

The signature represents my current legal name and any previously used names are listed below:

Additional names: _____

Signature of Applicant Date

CODE OF ETHICS AND RULES FOR THOSE WORKING WITH MINORS

While acting in our capacity as a Youth/Children/Preschool volunteer of Harpeth Presbyterian Church, the following rules shall apply.

- 1) Smoking or using tobacco products in the presence of minors is prohibited.
- 2) Using, possessing, or being under the influence of alcohol, illegal, or illicit drugs will not be tolerated.
- 3) Sponsors and volunteers of minors shall not abuse such minors, including:
 - Any direct observations or evidence of sexual activity in the presence of or in association with a minor;
 - Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor;
 - Sexual advances or sexual activity of any kind between any person and a minor;
 - Sexual advances or sexual activity of any kind to a minor(s);
 - Infliction or physically abuse behavior or bodily injury to a minor;
 - Physical neglect of a minor, including failure to provide adequate supervision in relation to the activities of Harpeth Presbyterian Church.
 - Mental or emotional injury to a minor;
 - The presence or possession of obscene or pornographic materials at any function of Harpeth Presbyterian Church.
 - The presence, possession, or being under the influence of any illegal, illicit drugs;
 - The consumption of or being under the influence or alcohol while leading or participating in a function for minors of Harpeth Presbyterian Church.
- 4) Sponsors and volunteers must treat all people of all races, religions, abilities, and cultures with respect and consideration.
- 5) Sponsors and volunteers shall not use or tolerate the use of profanity in the presence of minors.
- 6) Sponsors and volunteers must be free of physical and psychological conditions that might adversely affect any minor's health, including, but not limited to, contagious disease.

- 7) Sponsors and volunteers will portray a positive role model for minors by maintaining an attitude of respect, loyalty, patience, courtesy, and maturity.
- 8) Sponsors and volunteers will be expected to act and react with Christian love and understanding in all situations.
- 9) Sponsors and volunteers will do everything in their power to avoid being put in a situation where they are alone with a minor other than their own.
- 10) I understand that as a sponsor or volunteer with minors for Harpeth Presbyterian Church I will be subject to a background check, including criminal history.
- 11) I understand that any violation of this code may be grounds for removal as a sponsor or volunteer with minors.
- 12) I have been given a copy of and have read the Child Protection Policy and Procedure Handbook for Harpeth Presbyterian Church and agree to follow the procedures described within.

Print Name _____ Date _____

Applicant's Signature _____

