

# Conway's First Baptist Church

## Student and Children's Ministries

### Volunteer Application

This application is to be completed by all Student and Children's Ministries volunteers. It is one part of our effort to provide a safe and secure environment for the students and children who attend our ministries and programs. All information will be kept confidential, stored in a secured location, and used only by the staff of CFBC. Thanks for your time and interest in working with students and children!

Name \_\_\_\_\_  
(First – as shown on driver's license) (M.I.) (Last) (suffix)  
Previous legal name (maiden, married, etc.) \_\_\_\_\_  
Date of Birth (mm/dd/yyyy) \_\_\_\_\_  
Driver's License Number \_\_\_\_\_ State \_\_\_\_\_  
Social Security Number # \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

How long have you lived at this address? \_\_\_\_\_

If less than 6 years, what was your previous address?

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

How long did you live at this address? \_\_\_\_\_

Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Occupation/School \_\_\_\_\_

Employer \_\_\_\_\_

Spouse's name (If applicable) \_\_\_\_\_

Children (names & ages) \_\_\_\_\_

### Personal Information & References

List two references who are not relatives (at least one from within Conway's First) who can testify to your personal character and dependability. If you have prior experience in ministry or with students and children, please list those references that supervised you or worked with you. Remember that all personal information gathered will be strictly confidential, accessible to church staff only, and kept in a secure location.

Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street) (City) (State) (Zip)

Relationship \_\_\_\_\_ Years acquainted \_\_\_\_\_

Name \_\_\_\_\_  
Phone \_\_\_\_\_  
Address \_\_\_\_\_  
(Street) (City) (State) (Zip)  
Relationship \_\_\_\_\_ Years acquainted \_\_\_\_\_

Your honest answers to the following questions will assure our church family, parents, students and children of the finest care we can provide. These questions will not necessarily be used to disqualify an applicant from working with students and children, but will be used to help us better understand the people who might be working with our students and children.

Have you ever been denied the opportunity to work with students or children at any other church, institution, or any other setting? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Have you ever been under discipline at any church or ministry? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a child? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Have you ever been convicted of a criminal offense, including the illegal use or sale of drugs? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Have you ever been hospitalized for alcohol or substance abuse? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Has your driver's license ever been suspended or revoked? Yes \_\_\_ No \_\_\_ (If yes, please explain)

Please indicate any additional factors or circumstances involving you or your background that might cause a parent to be concerned or nervous about your supervising their child.

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I understand that by being involved in Student and Children's Ministries at CFBC, I am making a commitment to the following responsibilities:

***I will maintain my personal relationship with Jesus Christ through regular Quiet Times (prayer and Bible study/reading), and fellowship with other Christians.***

***I will attend Sunday morning worship regularly.***

***I will serve in a spirit of unity and loving support with our pastors and other ministry workers.***

***I will arrive at my place of ministry on time and well-prepared, striving to present God's Word clearly to the students and children I minister to in a safe and warm environment.***

***I will make every effort to attend teacher meetings and enrichment classes offered.***

The information contained in this application is correct to the best of my knowledge and I will do my best to fulfill the above expectations. I hereby authorize and request disclosure to Conway's First Baptist Church of information relating to my criminal and maltreatment history record through the appropriate agency for a background check. I understand that this information will be used, in part, to determine my eligibility for volunteering in the CFBC Student and Children's Ministry. I hereby release any organization, agency or individual from any liability from any damages that may result from furnishing information to Conway's First Baptist Church. I understand that I have the right to review and challenge any negative information that would adversely impact my acceptance as a volunteer. In addition, I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of Conway's First Baptist Church. Upon request, I will be provided a copy of the information obtained including the name, address and telephone number of the reporting agency.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*for staff use only\***

date of background check \_\_\_\_\_  
\_\_\_\_accepted \_\_\_\_declined for volunteer service  
date applicant contacted \_\_\_\_\_  
initial of responsible staff member \_\_\_\_\_

## First Baptist Church History and Church Activity

Are you a member of CFBC? Yes \_\_\_\_ No \_\_\_\_

If yes, when did you join (month and year)? \_\_\_\_\_

If you are a regular attender, when did you begin attending CFBC (month and year)? \_\_\_\_\_

Briefly explain when and how you became a Christian. \_\_\_\_\_

\_\_\_\_\_

Are you actively participating in a small group? (Life group, Home Group, Bible study, etc)

\_\_\_\_\_

Who is your small group leader? \_\_\_\_\_

Are you currently involved in any other church ministries and activities?

\_\_\_\_\_

Were you previously involved in any other church ministries and activities?

\_\_\_\_\_

Prior to CFBC, what other churches have you attended in the last ten years?

\_\_\_\_\_

Are there any special issues or concerns taking place in your life right now that would impact your commitment and involvement in Student or Children's ministry? (e.g. relationships, other commitments, etc.)

\_\_\_\_\_

## Student and Children's Ministries Gifts and Experience

Please circle the age group you are planning to work with:

Preschool

Grade School

Jr./Sr. High

Describe any experiences you've had working with students or children in a church or community setting. \_\_\_\_\_

\_\_\_\_\_

Special gifts and talents (storytelling, music, puppets, drama, crafts, etc.)

\_\_\_\_\_

Conway's First Student/Child Protection Policy:

Six Month Rule: All volunteers will have attended Conway's First or be known by a trusted leader for at least six months and, ideally, would have been an active participant in a small group.

Volunteer Application Form: All volunteers must fill out a written application with a signature for release of information. Volunteers who have supervisory and/or disciplinary control over children or who have routine contact with children will be required to have their background reviewed at the time of application and at least every year after the initial check.

No person shall be eligible to be a volunteer in the Student or Children's ministries who has pled guilty to, or been found guilty of any of the following offences: Murder, manslaughter, battery, aggravated assault, aggravated robbery, terroristic threatening, endangering the welfare of a minor, false imprisonment, rape, carnal abuse, sexual abuse, violation of a minor or permitting child abuse. This list may be amended at any time by the staff if an offence not listed is deemed threatening to the welfare of the students and/or children.

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.



	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357