



The Children's Assessment Center

VOLUNTEER APPLICATION

It is a normal part of The Children's Assessment Center procedure to reserve the right to make such checks as deemed appropriate on the suitability of any new volunteer for the important responsibility of work involving children. Every volunteer applicant is subject to a Criminal and CPS background check. It is our policy to treat volunteers with all the consideration given professionals. All information provided by you is confidential and will be used solely for the purpose of deciding in which areas you work best.

Consent for Release of Information

Notice: Title 15 of the U.S. Code, Section 1681 and following, requires that we advise you that a routine inquiry may be made which will provide appropriate information regarding character and general reputation. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided to you.

The background checks and investigations may be performed by The Children's Assessment Center (hereinafter referred to as The CAC) at The CAC's discretion. As a condition of assignment, we require all applicants to consent to and authorize a pre-employment verification of background information submitted on their application or resume.

The types of reports, which may be requested from consumer reporting agencies under this policy, include, but are not limited to, criminal record checks, and CPS background checks. I _____, consent and authorize the background check verification.

Your signature below indicates that you have carefully read and understand that The CAC may request and review criminal record reports or CPS background reports regarding you, consistent with this policy, both in connection with your assignment and during the course of your assignment, if any, and that you consent to the release of such reports to the CAC.

First Name: _____ Middle Name: _____ Last Name: _____

Other names used (married, maiden etc.):

First Name: _____

Middle Name: _____

Last Name: _____

SS#: _____ DOB: _____ Gender: M F U.S. Citizen: YES NO

Address: _____ City: _____ State: _____ Zip: _____

Have you lived outside Texas in the last 5 years?: YES NO

If yes, list the states: _____

Previous addresses within last 10 years: _____

Valid Driver's License #: _____ State of Issue: _____ Ethnicity: _____

Best Phone #: _____ Email Address: _____

Emergency Contact Name: _____

Relationship: _____ Phone #: _____

Signature: _____ Date: _____

Family Information:

Marital Status: _____ If married, spouse's name: _____

List Names and ages of all children:

Name: _____ Age: _____

Community Involvement:

How long are you likely to remain in this community? _____

List community, social, fraternal and school organizations in which you have participated:

Organization	Position	Supervisor Name	Dates

Have you or any member of your family ever received any services through The Children's Assessment Center?

YES NO

If yes, list who received the services, what services were received and when:

List any physical limitations:

Have you ever received mental health counseling?

YES NO

Employment History:

Current Employment Status: (circle one)

Unemployed

Full Time

Part Time: Hours/Week _____

Retired

List the last three places of employment:

Company	Position & Supervisor Name	Employment Dates	Reason for Leaving

Educational History:

Are you currently a student? No

Full Time

Part Time: Hours/Week _____

Name of School	Address	Year Attended	Major / Degree
HIGH SCHOOL:			
COLLEGE:			
OTHER:			

Volunteer History:

List any past or current volunteer placements:

Organization	Position	Supervisor Name	Dates

What did you like about your previous volunteer positions?

What did you not like about your previous volunteer positions?

What kind of volunteer work are you most interested in?

How did you hear about our volunteer program?

Complete the following statements:

“I am effective working with young people because... _____

“I might have problems working with young people because... _____

“I am interested in volunteering at The CAC because... _____

Availability:

Amount of time you would like to volunteer per month: _____

Preferred days and times (we are not open on the weekends):

List any hobbies or special talents you would like to share with our kids in the playroom:

Do you speak Spanish?

YES NO

References: (we will contact each of the people listed here)

List 3 people other than relatives who are familiar with your qualifications and characteristics – at least 1 personal and 2 professional. Please only list people you have known for at least 1 year and with whom you have had recent contact.

Name	Phone Number	Relationship to you

Criminal History: (We will run criminal and CPS background checks on every applicant)

Have you ever been arrested for a felony or misdemeanor other than traffic violations?

YES NO

If yes, please explain:

Have you ever been suspected, investigated, or arrested for child molestation, sex offenses of any kind and/or physical abuse?

YES NO

If yes, please explain:

Do you presently have a child involved in the Criminal Justice System?

YES NO

SIGNATURE OF APPLICANT _____



The Children's Assessment Center

CONFIDENTIALITY STATEMENT

Upon signing this statement, I, _____,
agree to maintain strict confidentiality of all information pertaining to cases coordinated at The
Children's Assessment Center.

To maintain confidentiality means that I will not discuss any case with a spouse, children, friends
or relatives. I may only discuss cases with The Children's Assessment Center staff, caseworkers,
volunteers or other persons who are party to the case.

I fully understand that failure to comply with The Children's Assessment Center's
Confidentiality Policy shall result in termination of my relationship with the Children's
Assessment Center. This agreement is entered into for the purpose of protecting the children and
families who are served at The Children's Assessment Center.

Signature

Date



The Children's Assessment Center

FELONY CONVICTION INFORMATION STATEMENT

I have read this form in its entirety, including the attached list, and understand that the information may be verified by The Children’s Assessment Center and that the inclusion of any false information or the omission of any requested information is cause for my immediate dismissal from The Children’s Assessment Center.

I agree to inform The Children’s Assessment Center if this information changes anytime during my participation with The Children’s Assessment Center.

Signature

Date

- A. Prohibition from serving in any capacity as a volunteer in a child-placing agency for any person convicted within the previous 10 years of:
 - 1. Any felony or misdemeanor classified as an offense against the person or family;
 - 2. Any felony or misdemeanor involving public indecency;
 - 3. Any violation of any statute intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act.
- B. Reassignment or removal from contact with children of any person involved in child care or child placing for any of the following reasons:
 - 1. Any indictment alleging commission of a felony classified as offense against the person or family, or of public indecency, or of a felony violation of any statute intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substance Act;
 - 2. An indictment alleging commission of a misdemeanor classified as an offense against the person or family or of public indecency;
 - 3. An official criminal complaint accepted by a district or county attorney alleging commission of a misdemeanor classified as an offense against the person or family or of public indecency.

CRIMINAL OFFENSES FROM THE TEXAS PENAL CODE

Title 5. Offenses Against the Person

Murder	Aggravated sexual assault	Indecency with a child
Capital murder	Sexual assault	Assault
Voluntary manslaughter	Aggravated sexual abuse	Deadly assault on a peace officer
Involuntary manslaughter	Sexual abuse	Injury to a child
Criminally negligent homicide	Homosexual conduct	Reckless conduct
False imprisonment	Public lewdness	Terrorist threat
Kidnapping	Indecent exposure	Aiding suicide
Aggravated kidnapping	Sexual assault of a child	Tampering with consumer products

Title 6. Offenses Against the Family

Bigamy	Abandonment/Endangerment of a child	Sale or purchase of a child
Incest	Enticing a child	Solicitation of a child
Interference with child custody	Criminal nonsupport	Harboring a runaway child
Injury to a child		Violation of a court order

Title 43. Public Indecency

Prostitution	Obscene display or distribution	Possession/promotion of child pornography
Promotion of prostitution	Sale, distribution or display of harmful material to a minor	Sexual performance by a child
Aggravated promotion of prostitution	Obscenity	
Compelling prostitution		

