



# SPRINGFIELD CHRISTIAN SCHOOL

## Stage 1 Application for Volunteer Service

Springfield Christian School exists to... **Equip students to follow Christ and impact the world for Him.** We provide a distinctive, Biblically based education in a nurturing environment where students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. We appreciate your desire to volunteer your services to our school. Since we value our students highly and seek their protection and safety, we ask volunteers who might have unsupervised access to them to go through an application and screening process to serve in our school. We are seeking volunteers who are qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40). After reviewing this application, if there is a volunteer role for which we think you might be a good fit, we will notify you and ask you to complete the Stage 2 Application. We may also contact your references, and then arrange for a personal interview.

We look forward to receiving your application. Thank you again for your interest in volunteer ministry at our school!

*Please print. Each question should be answered fully and accurately.*

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

#### Current address:

Street address \_\_\_\_\_  
City State Zip

Phone: Days ( \_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_ ) \_\_\_\_\_

Preferred E-mail address: \_\_\_\_\_

#### Permanent address (if different from current):

Street address \_\_\_\_\_  
City State Zip

### B. Volunteer Position Desired - Application date \_\_\_/\_\_\_/\_\_\_

Volunteer position or service(s) applying for \_\_\_\_\_

Full time  Part time  Temporary  Summer Available when? \_\_\_\_\_

### C. Christian Background

As a Christian organization, we require all of our volunteers to be practicing Christians.

Please share your personal testimony or experience about God: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name and location of local church you attend: \_\_\_\_\_

Are you a member in good standing?  Yes  No With what regularity have you attended during the past twelve months? \_\_\_\_\_

In what church activities are you involved and with what degree of regularity? \_\_\_\_\_

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth, and conduct?  Yes  No

Why do you wish to volunteer here? \_\_\_\_\_

**If you become a volunteer at our school, you are joining a ministry that has high expectations of all its volunteers and employees. All of our people who work with children are in ministry and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow people part of the school community. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees to be Christian role models in their lives, both on and off the job (Luke 6:40).**

**D. Personal References**

List the names of three people who are not related to you and who have a definite knowledge of your qualifications and character. Please include your current pastor.

Name and complete address	Phone	Position or relationship to you

**E. Additional Helpful Information**

Are you specifically trained or have you had experience in the following? Check all that are applicable.

- School secretary
- Filing clerk
- Teacher aide
- Bookkeeper
- Administrative assistant
- Custodian
- Maintaining existing computer/programs
- Receptionist
- Cook
- Cafeteria worker
- Childcare worker
- Bus driver
- Clerk
- Other \_\_\_\_\_

**Special skills**

- Word processing: \_\_\_\_\_ wpm
- Desktop publishing
- Scheduling
- Proofreading
- Spreadsheet
- First aid certification
- CPR certification
- Other \_\_\_\_\_

Please list any employment history you have going back at least *five* years. Please start with your current or most recent employer and work backward. Include self-employment, work as an independent contractor, and temporary positions. If necessary, use a separate paper and follow the same format for additional positions.

Dates employed - from month/year to month/year	Job Title and Employer Name	Name and phone number of someone from your employment to whom we could speak
/ to /		
/ to /		
/ to /		

\*Please use the back of the page and use a similar format if you have additional employment to report.

If you desire, you may list any additional qualifications, skills, experiences, or interests:

Do you have any personal responsibilities or other commitments that may prevent you from meeting this volunteer position’s requirements for on-time arrival, attendance, or schedules? \_\_\_\_\_

Can you perform the duties of this volunteer position without violating any obligations or proprietary information of a current or previous employer?  Yes  No

Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violations)? You will need to answer yes if you have entered into a plea agreement, including a postponed sentence or postponed judgment arrangement, in connection with a criminal charge. (You need not disclose criminal convictions that are contained in sealed or deleted records.)  Yes  No

If you have been convicted of such an offense, please attach a statement of explanation, including the nature of offense, date, court where conviction was entered, and any other relevant information. A conviction record will not automatically be a bar to volunteerism. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job-relatedness, and subsequent rehabilitation will be considered.

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer’s sexual misconduct policy or anti-harassment policy?  Yes  No If yes, please attach a statement or explanation.

Have you ever resigned a position to avoid termination or discharge?  Yes  No If yes, please attach a statement of explanation.

**F. Volunteer Applicant’s Statement**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for volunteer work with the school, and that the facts set forth in this volunteer application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being used as a volunteer or, if currently serving in a volunteer position, may subject me to immediate dismissal regardless of when or how it was discovered.

I authorize Springfield Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and professional or volunteer history. I also authorize the school to thoroughly investigate my suitability for the volunteer position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or

disclosure. I waive the right to ever personally view any references.

Since I will be working with children or may have unsupervised access to children, I understand that I must submit to a fingerprint check by a state agency and the FBI. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of volunteer work that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse to offer volunteer work or terminate conditional volunteer work if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I agree that my volunteer assignment and duties are to be made at the discretion of the school leadership. I agree to maintain a learning environment that is conducive to learning. This includes maintaining a professional appearance. I agree to observe appropriate confidentiality in matters regarding students, parents, and personnel.

I agree to inform the administration, without delay, of any potential verbal, physical, or other abuse to children, and any potential fraud, false entry, substantial error, embezzlement, or employee misconduct that I discover or know to have taken place in any records, property, or funds of the organization, and to report to the administration any transaction or matter that seems damaging to the organization.

Do you understand that this is an application for volunteer work and that no employment is being offered at this time?

Yes    No

I certify that I have carefully read and do understand the above statements.

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Applicant signature

Date



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## VOLUNTEER APPLICANT RELEASE

I hereby authorize any person, educational institution, or company references I have listed as a reference on my volunteer application to disclose any information they may have regarding my qualifications and fitness to volunteer. I further authorize any references to disclose any employment-related information, including any personal comments, evaluation, or assessments about my performance or behavior as an employee.

I agree to release and discharge Springfield Christian School (and its partners), any former employers, educational institutions, any other persons giving references, as well as their successors, employees, officers, and directors of any and all claims, liabilities and causes of action, known or unknown, that arise from or that are in any manner connected to disclosure of employment-related information to applicants or prospective organizations that might allow me to volunteer. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract.

I acknowledge that I have carefully read and fully understand the provisions of this release. I understand that my references may be provided a copy of this Volunteer Applicant Release and may rely on it when releasing information. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_