

CASA of Ellis County, Inc.
601 Water Street
Waxahachie, TX 75165
Phone 972-937-1455
Fax 972-937-1285
www.casaofelliscounty.org



Photo
(Optional)

Volunteer Application

Date _____

First Name _____ Last Name _____

Address: _____

City _____ State _____ Zip _____ County _____

Home Phone _____ Work Phone _____

Mobile Phone _____ Other _____

Email Address _____

Social Security # _____ Driver's License # _____ State _____

Date of Birth _____ Age _____ Place of Birth _____

Sex: Female _____ Male _____

Ethnic Origin: African American Asian/Pacific Islander Caucasian
 Hispanic/Latino Native American Bi-racial
 Other: _____

How did you hear about the CASA of Ellis County program? _____

Employment

Employer _____ Job Title _____

Employment Status Full Time Part Time: Hours per week _____
 Retired Other _____

Can we contact you at work? _____

List your last 3 places of employment (the first being your present employer)

<u>NAME OF COMPANY</u>	<u>POSITION</u>	<u>SUPERVISOR</u>	<u>EMPLOYMENT DATES TO/FROM</u>	<u>REASON FOR LEAVING</u>

Education

Circle Highest Completed:

High School: 9 10 11 12 College: 1 2 3 4 Graduate: 1 2 3 4

Major _____ Degree _____

Currently enrolled? _____ Part or Full time _____ Expected Graduation Date? _____

Please indicate which languages you can communicate:

English Spanish Other _____

Personal

Do you have any personal or professional experience with counseling or therapy?

Yes _____ No _____ If yes, please elaborate: _____

List any community groups in which you are presently active (professional associations, faith communities, service organizations, etc): _____

Do you give CASA of Ellis County, Inc. permission to obtain information from these organizations regarding your membership?

Yes _____ No _____ If no, please explain _____

Current hobbies and/or interests _____

What is your personal and/or professional experience working with children? _____

Have you or your family had personal/professional experience with:

If yes, please give a brief explanation

Child Abuse Yes ___ No ___ _____

Foster Care Yes ___ No ___ _____

Juvenile Court System Yes ___ No ___ _____

Child Protective Services Yes ___ No ___ _____

Other Child Service Agencies Yes ___ No ___ _____

Current Marital Status: Single Married Widowed Divorced

If Married: Spouse's Name _____ Age _____

Spouse's Employment and Position: _____

Emergency Contact _____ **Phone** _____

Children's names _____ Age _____

_____ Age _____

_____ Age _____

If you answer yes to any of the following questions, please offer an explanation in the space provided below.

Have you ever been hospitalized for an emotional issue? Yes ___ No ___

Have you ever used illegal drugs? Yes ___ No ___

Have you ever abused legal drugs or alcohol? Yes ___ No ___

Details: _____

Criminal History

CASA of Ellis County will ask all volunteers to complete a criminal records check which will reveal any arrest, charge or conviction. Please respond to the following questions so that this history can be discussed and evaluated.

If you answer yes to any of the following questions, please offer an explanation in the space provided below.

- Have you or your family ever been involved in a legal action in Ellis County? Yes ___ No ___
- Have you ever been arrested or charged with a misdemeanor? Yes ___ No ___
- Have you ever been convicted of a misdemeanor? Yes ___ No ___
- Have you ever been arrested or charged with a felony? Yes ___ No ___
- Have you ever been convicted of a felony? Yes ___ No ___
- Have you ever been or are you currently on parole or probation? Yes ___ No ___
- Have you ever been convicted of a traffic violation? Yes ___ No ___
- Have you ever had any DWI arrests, charges, or convictions? Yes ___ No ___
- Have you ever had your driver's license revoked or suspended? Yes ___ No ___
- Have you ever been arrested or charged or with any sexual misconduct (including pornography)? Yes ___ No ___
- Have you ever been convicted of any sexual misconduct (including pornography)? Yes ___ No ___

Details: _____

All CASA volunteers must have a valid driver's license and current automobile liability insurance. Volunteers must provide the CASA office with a copy of the most up-to-date liability insurance and a current driver's license in order to process your application.

- Do you have a valid Texas driver's license? Yes ___ No ___
- Do you have valid auto insurance? Yes ___ No ___
- Do you have access to a car? Yes ___ No ___

Please be aware that as a CASA volunteer your primary focus is to advocate for the needs of abused and neglected children in Ellis County, ranging from ages birth to 17. These children find themselves in foster homes and group homes after being removed from their family by Child Protective Services. Our volunteers collaborate with family members, caseworkers, lawyers, therapists and caregivers (foster parents, relatives, etc) to provide a recommendation to the judge as to where the children will have a safe and permanent home. As such, volunteers are expected to visit people involved with the child, attend court hearings, write reports to the court and communicate with all involved in the child's life through the legal process. Volunteers with full

time jobs will have to be flexible with their time throughout their up to one year commitment, as they will have to attend court hearings and staffings during business hours.

Based on the description above, is there anything that could limit you from performing these required duties? _____

Are you able to attend CPS staffing and court appearances between 8:30am & 6:00pm?

Can you see yourself visiting with a family in their home or with a child in a foster home?

How do you feel about working with a child and family from a different income bracket or culture?

How do you feel about working with a family whose values differ from your own?

Describe your temperament or personality _____

What skills do you believe you will need to develop to succeed as a CASA volunteer?

Sometimes the “system” or the “bureaucracy” of the courts can be frustrating. It can move slowly, is not always scheduled at your convenience, and a CASA volunteer isn't always wanted by the lawyers, social workers, the families and sometimes the child. How do you think you would react to this feeling of frustration and /or rejection? _____

Do you feel you fully realize the importance of the commitment you are making, not only to a young child, but in agreeing to stay with the program for possibly up to one year?

What do you feel are the strengths and challenges that you will bring to this program? For example, background in counseling, legal, bilingual, etc.; challenges such as health, family obligations, limitations on hours available).

Strengths: _____

Challenges: _____

Please respond to the following:

I am interested in working with children and families as a CASA volunteer because...

I feel that I can be a fair and objective advocate for a child because...

Any hesitations or concerns regarding my participation in the CASA program at this point are...

When would you like to begin CASA Training?

CASA volunteers give 15-20 hours a month. When would you fit this time into your schedule?

References

Provide COMPLETE contact information for 6 personal or professional references that have known you for at least one year. Only one relative may be listed. Other possibilities are: supervisor, professor, clergy, co-worker, friend, etc. If someone does not have an email address, please put a mailing address. Please print clearly.

1. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

2. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

3. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

4. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

5. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

6. Name _____ Phone _____

Email _____ Relationship to you _____

Mailing Address _____

Volunteer Acknowledgement

I hereby certify that the above information is correct and accurate to the best of my knowledge, and I authorize inquiries concerning my suitability as a CASA volunteer. I understand that all the information will be held in strict confidence and used only for the purpose of determining my suitability as a volunteer.

I understand that qualities of a successful CASA volunteer include interpersonal skills, compassion, punctuality, and reliability. I further understand that if concerns arise, CASA reserves the right to reject *an applicant at any time*, including during the training process or after certification.

I understand that all information provided to and obtained by CASA will be held in the strictest of confidence. CASA may, however, disclose to other agencies and organizations, which utilize volunteers, the fact that I applied for and/or served with CASA as a volunteer. Furthermore, all information obtained by CASA will be deemed to be the sole property of the Agency, and shall not be available to me or anyone outside the Agency. I understand and agree that I am not obligated if called upon to perform services of a CASA volunteer and that CASA is not obligated to assign or actively seek to assign a child to me.

As a CASA volunteer I will be willing to: **Please write yes or no**

- _____ Commit a minimum of up to a year to being a CASA volunteer
- _____ Participate in CASA's new volunteer training program
- _____ Participate in further training as offered to active volunteers in the program
- _____ Visit in person with the child(ren) to which I may be assigned
- _____ Prepare written reports to the court with guidance and assistance from CASA
- _____ Participate and attend court hearings and meetings on a child's case
- _____ Record and turn in Monthly Reports: Hours, Miles, Case Checklist & Case Notes

The criteria used in the selection of volunteers is designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer. No individual will be rejected because of race, color, religious creed, national origin, gender, age, or disability.

CASA is guided in practice and policy by our organizational values, which include “embracing change, challenge and diversity.”

Signature

Date

Print name

Criminal Background Check Policy

Due to the nature of the CASA volunteer's responsibilities and contacts, a criminal background check of all applicants will be conducted through the Texas Department of Public Safety. Your information will also be processed with the Texas Department of Family and Protective Services to check for any history with Child Protective Services. **Please note there is an additional Criminal Background Check Form to be filled out and signed.**

Criminal Background Check Policy

Potential and existing members of the Board of Directors, staff, and volunteer advocates are required to cooperate with a complete criminal record investigation through the Texas Department of Family and Protective Services and any agency or entity CASA may utilize to assist in the investigation. No person is considered qualified who has had prior convictions for child abuse or neglect, or related acts that would pose a risk to children or to the program's credibility. Candidates for Board of Director, Staff, or Volunteer will be eliminated for consideration based on, but not limited to, the following guiding principles:

- Zero tolerance for all registered sex offenders, all convictions of crimes against children and all convictions of violent acts.
- Persons with pending charges for child abuse and neglect, sexual assault, and violent acts offenses will be considered only after resolution of such charges.
- Because driving is required daily from staff members & volunteers, CASA will not consider applicants who have had felony convictions involving a motor vehicle in the last 10 years.
- Any other offense that could hurt the credibility of the CASA organization will be considered on a case by case basis.

Have you or your family ever been involved in a legal action in Ellis County?	Yes ___ No ___
Have you ever been arrested or charged with a misdemeanor?	Yes ___ No ___
Have you ever been convicted of a misdemeanor?	Yes ___ No ___
Have you ever been arrested or charged with a felony?	Yes ___ No ___
Have you ever been convicted of a felony?	Yes ___ No ___
Have you ever been or are you currently on parole or probation?	Yes ___ No ___
Have you ever been convicted of a traffic violation?	Yes ___ No ___
Have you ever had any DWI arrests, charges, or convictions?	Yes ___ No ___
Have you ever had your driver's license revoked or suspended?	Yes ___ No ___
Have you ever been arrested or charged or with any sexual misconduct (including pornography)?	Yes ___ No ___
Have you ever been convicted of any sexual misconduct (including pornography)?	Yes ___ No ___

Policy Acknowledgement

I hereby acknowledge that I have been informed that CASA conducts background investigations to obtain information on criminal history and Child Protective Services involvement. I understand that any information obtained will be used to aid in determining my qualifications for services as a Volunteer for CASA. Volunteers accepted into training will be asked to sign a criminal background check policy and release of information. I understand that by refusing to sign a release of information for or submitting to fingerprinting for any of the background checks CASA will reject my volunteer application. Please sign and date if you have read and understood the criminal background check policy.

Name

Date