

CASA OF KENT COUNTY
Member of the National CASA Association

Return this application to:

CASA of Kent County, Inc.
180 Ottawa NW, Suite 3500
Grand Rapids, MI 49503

PURPOSE AND USE OF APPLICATION INFORMATION

Thank you for your interest in working as a volunteer with the Kent County CASA program. Our volunteers work closely with court employees and CASA program staff. In every role, volunteers function under the same expectations as paid staff in terms of work attendance, dependability, adherence to established work procedures and compliance with professional standards of conduct. In turn volunteers are assigned meaningful work. Acting as a CASA volunteer is a very rewarding experience.

The questions in this application are asked for the purpose of preliminarily assessing your qualifications to be a CASA volunteer. The volunteer application contains much of the material included in paid staff applications, but with some differences. Court Appointed Special Advocate is an at-will position. The information requested in the background section will provide a basis for evaluating your qualifications as a volunteer, while the information included in the Criminal Record/Treatment History Section is essential to determine final approval of your application. It shows any previous law violations or treatment histories.

While the information is requested, the Criminal Record/Treatment History Section is not an automatic barrier to final acceptance; it will be assessed and discussed with you regarding its relevance to your work as a CASA volunteer. The information is requested to expedite the application process. If you have any questions about completing the Criminal/Treatment History Section before learning if you will be accepted as a CASA volunteer, please contact the director or coordinator of the CASA program.

INFORMATION DISCLOSURE

As an applicant, your name, job history, education, training, and work availability are public information. All other information will remain private. As a volunteer, your name, job title, job description, dates of volunteering, work location, work telephone number, and time sheets can be made public. All other data about you remains private and will not be shared without your written permission. The program will reject any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA programs credibility

CASA OF KENT COUNTY INC. VOLUNTEER APPLICATION

**PLEASE TYPE OR WRITE LEGIBLY. COMPLETE ALL PAGES OF THE APPLICATION.
THANK YOU.**

Background Information

1. Name: _____
(last) (first) (middle)
2. Address: _____

City State County Zip Code
3. D.O.B.: _____ Gender _____ Social Security Number: _____
4. List any maiden name or any other name you have ever been known by: _____

5. Ethnicity _____ Driver's License Nbr. _____
6. Have you lived in a state other than Michigan in the past five (5) years? ___ Yes ___ No
If yes, where: _____
7. Home Telephone: _____, Best time to call _____
OK to call at work? ___ Yes ___ No Work Telephone: _____
E-mail Address _____ Cell Phone: _____
8. Contact in case of Emergency- _____
(relationship) _____ Phone _____
9. Education (Please list school/college name and degree).
High School: _____ Graduated ___ Yes ___ No
College: _____ Graduated ___ Yes ___ No
Other: _____ Graduated ___ Yes ___ No
10. Primary Language _____ Secondary Language _____
11. Regarding your current employment status, which of the following best describes you?
_____ Full-Time _____ Part-Time _____ Student _____ Retired _____ Not Employed

12. Current Employment Information:

Employer _____ Position _____
Supervisor Name _____ Hours _____
Work Address _____
Work Fax _____ Work E-mail _____

13. Other Employment Information:

Employer	Position	Dates/Employed
_____	_____	_____
_____	_____	_____
_____	_____	_____

14. Volunteer Experiences:

Organizational/Business	Position	Dates/Volunteered
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. How did you learn about the CASA program? _____

16. Why do you want to volunteer? _____

1. Please list any strong interests, knowledge areas, hobbies, or special skills which you could offer as a volunteer.

18. What experience or knowledge of children and families (i.e. parenting experience, child care experience, education or work experience) do you have to assist you in determining what may be in a child's best interest?

19. Have you any experience with social service agencies as a staff person, foster parent, volunteer, or client? If yes, please describe.

20. Have you had any experience dealing with the juvenile or family court system? If yes, please describe.

21. In your opinion, how could the system do a better job to protect children?

22. How many total hours per week are you available? _____

23. Please indicate morning, afternoon and evening availability:

Mon	AM	___	PM	___	Eve	___	Fri	AM	___	PM	___	Eve	___
Tue	AM	___	PM	___	Eve	___	Sat	AM	___	PM	___	Eve	___
Wed	AM	___	PM	___	Eve	___	Sun	AM	___	PM	___	Eve	___
Thurs	AM	___	PM	___	Eve	___							

24. Some volunteer duties require the use of a car. Would you have a car available with liability insurance? ___ Yes ___ No

If so, what is the name of your auto insurance company? _____

25. Has anyone ever complained about your use of drugs and/or alcohol? ___ Yes ___ No

If yes, please explain.

26. Were you abused or neglected as a child? Yes No
27. Have you ever been accused of abusing or neglecting a child? Yes No
28. Have you ever been involved in a relationship that included domestic violence?
 Yes No
 If yes, please explain the nature of the violence, over what period of time, and what ended the relationship

CRIMINAL RECORD

The information requested in this section is essential to conduct the record check and in order to be accepted into the program is required. If you choose to withhold this information, a final decision on your application cannot be made. As a volunteer you are obligated to report changes in your ability to drive and/or the loss of vehicle insurance coverage.

29. Have you ever been convicted of a law violation other than a minor traffic offense
 Yes No

If yes, what was the offense(s)? _____

Date(s) convicted: _____

End of Probation, Parole or court jurisdiction: _____

30. Please list any additional information you feel would be helpful in assessing your application.

Acknowledgement and Permission to Conduct Record Check

I declare that all of the preceding information is true and correct to the best of my knowledge. I understand that any false or misleading information given by me can disqualify me from consideration, or result in separation at a later time. I understand that Court Appointed Special Advocate is an at-will position.

I hereby give my permission for CASA of Kent County Inc, to conduct a criminal record check, a Child Abuse Registry check and/or a Department of Transportation check to obtain information for the purpose of assessing my qualifications for Court Appointed Special Advocate.

Signature

Date

Complete attached Personal Reference form and return with application

REFERENCES

Please list three personal references. One reference should be a co-worker if employed. No relative references, please. (Other examples: minister, teacher, therapist, etc.) References will be contacted.

1. Name: _____ Relationship _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: Work () _____ Home: () _____ Email: _____

2. Name: _____ Relationship _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: Work () _____ Home: () _____ Email: _____

3. Name: _____ Relationship _____

Address: _____

City: _____ State: _____ Zip Code _____

Phone: Work () _____ Home: () _____ Email: _____

Applicant Signature & Date

*****Please attach any additional information you want to submit*****

PLEASE RETURN COMPLETED APPLICATION (TO:

Julie Mauer, Director
CASA OF KENT COUNTY INC.
180 Ottawa NW, Suite 3500
Grand Rapids, MI 49503
Phone (616) 632-5112

AUTHORITY TO RELEASE INFORMATION

To Whom It May Concern:

I hereby authorize a representative of the Court Appointed Special Advocate (CASA) program to conduct an investigation on my background in conjunction with their official duties.

I further authorize any law enforcement agency to conduct a criminal records check and to release the results of said criminal records check to the CASA program. The background check may also include the Child Abuse Central Registry and a motor vehicles division record check.

This release is executed by me with the full knowledge and understanding that the information to be obtained about me is for official use of the CASA program.

I have read the above waiver and release statement and fully understand what rights I am waiving by signing this document.

FULL NAME (Please Print): _____

MAIDEN NAME/ALIAS: _____

SOCIAL SECURITY #: _____

DRIVERS LICENSE #: _____

VERIFICATION OF AUTO
INSURANCE (Provide Photo Copy): _____

DATE OF BIRTH: _____

Signature

Date