



HOUSTON
CHINESE CHURCH
曉士頓中國教會

VOLUNTEER APPLICATION FORM

DATE _____

This form is to be completed by all applicants for any position involving the supervision or custody of minors. This is not an application for employment. It is used to help Houston Chinese Church provide a safe and secure environment for children who participate in our programs and use our facilities. This application contains some questions that are personal in nature. Please be assured that sensitive information is kept confidential. If this is your first time serving at church, we welcome you!

GENERAL INFORMATION

Name: _____ Birth date: _____ / _____ / _____

Address: _____ City: _____ Zip: _____

Home phone: _____ Cell phone: _____ Email: _____

Place of employment: _____ Occupation: _____

Marital Status: _____ Maiden name: _____ Spouse's name: _____

List names and ages of children who attend HCC: _____

CHURCH BACKGROUND

Please write a brief testimony about how you became a Christian: _____

How long have you been consistently attending HCC? _____ Are you a member? Yes / No

Have you been baptized? Yes / No If yes, when? _____

Tell us why you would like to serve in our Children's Ministry? _____

Please describe any previous experience or training you have in working with children: _____

VOLUNTEER INTEREST

Service Time

- Sunday 9:15-10:45am
 Sunday 10:45am-12:15pm

Area of Ministry

- Greeter (nursery welcome desk)
 Teacher (lead lesson)
 Shepherd (assist during class)
 Kids' Worship Time (lead songs, piano, etc)
 AWANA Clubs (Fridays 8-10pm)
 Administration (manage resources & supplies)

Age group

- Infants (0-1 yrs)
 Walkers (1-2 yrs)
 Toddlers (2-3 yrs)
 Preschool (3-5 yrs)
 Elementary School
(Grade Preference: _____)

REFERENCES

List two people you know who are: 1) over 18 yrs old, 2) not related to you, 3) have known you more than one year, and 4) have, preferably, observed you working with children.

Name: _____

Name: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

LEGAL/LIFESYLE CONCERNS

We regret that today's societal and legal climate compels us to include the following question. If you prefer, you may choose not to answer it on the form and instead discuss your answers in confidence with one of the pastors. Answering in the affirmative or leaving the question unanswered will not automatically disqualify you.

Have you ever been convicted of (or plead guilty to) child abuse or a crime involving actual or attempted molestation of a minor?

Yes No

If yes, please explain:

APPLICANT'S AUTHORIZATION

I agree to a criminal history check (national and/or state level), which is mandatory for all Houston Chinese Church volunteers. My signature on this form authorizes Houston Chinese Church to make such checks, using the attached "Release Authorization" form.

Yes No

Applicant's Signature: _____ Date: _____

APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references listed on this application to give any information that they may have regarding my character and compatibility for working with children. I release all such references from any liability for furnishing such evaluations to you, providing they do so in good faith and without malice. I waive my right to access the references provided on my behalf. Finally, I am striving to follow Jesus and agree to set a Christ-like example while working with the children of Houston Chinese Church.

Applicant's Signature: _____ Date: _____

Staff Approval: _____ Date: _____

NOTICE TO VOLUNTEERS REGARDING BACKGROUND INVESTIGATION

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with **Houston Chinese Church**.

I understand that, if I am approved for volunteer service by **Houston Chinese Church**, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of **Houston Chinese Church**, such may be necessary.

I hereby release and discharge to the extent permitted by law, **Houston Chinese Church**, its employees, any individual or agency obtaining information for **Houston Chinese Church**, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of **Houston Chinese Church**.

By signing below, I, _____, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

AUTHORIZATION

 Print Name (last, first, middle) _____
 Social Security Number

 Date of Birth (MM/DD/YYYY) _____
 Drivers License State
(For ID Purposes Only) _____
 Drivers License Number

Any other names I have been known by: _____

Current Address: _____

Previous Addresses (Last 10 Years) _____

 Signature _____
 Date