



VOLUNTEER APPLICATION

Date: _____

Personal Information:

Name: _____

Address: _____

City: _____

State: _____

Zip: _____

Date of birth: _____

Place of birth: _____

Home phone: _____

Work phone: _____

Cell phone: _____

Email address: _____

Non-English language skills: _____

Do you have personal transportation? Yes No

Do you have a valid Driver's license? Yes No

Do you have any limitations/restrictions related to driving? Yes No

If yes, please provide specifics: _____

Driver's license number: _____

Driver's license state: _____

Automobile insurance provider: _____

Emergency Contact:

Name: _____

Relationship: _____

Home phone: _____

Work phone: _____

Cell phone: _____

Email address: _____

Address: _____

City: _____

State: _____

Zip: _____

Educational Background:

Highest Level of Education Completed:

High School Community College Technical/Trade School College/University

Graduate School Post Graduate Other

Degree Earned:

Major/Minor:

Name of Institution:

Address:

City:

State:

Zip:

Other specialized training:

Employment History:

Are you currently employed?

Yes

No

Occupation:

Current/most recent employer:

Dates of Employment:

Address:

City:

State:

Zip:

Briefly describe scope of your responsibilities:

Legal History:

Have you ever been arrested, charged, or identified as a person of interest in a criminal matter?

Yes No

If yes, describe the circumstances and list any charges filed:

What was the disposition/outcome?

Date of arrest:

City/State of Arrest:

Are you on probation/parole or under court supervision now or within the last 5 years?

Yes No

If current, what is the anticipated termination date?

Do you have any outstanding warrants against you?

Yes No

If yes, please provide specifics:

Do you have any history that may be raised by reference checks or criminal background checks?

Have you had **any** previous involvement with the legal/court system, as a child or as an adult?

Any applicant found to be convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or CASA's program credibility automatically disqualifies for our program.

Volunteer History: Please describe your previous volunteer/community experience including your duties, responsibilities, and likes/dislikes about the experience.

Please answer the following questions using additional paper if necessary. For an application to be considered, all questions must be answered completely, providing examples when appropriate.

How did you learn about CASA and why are you interested in pursuing this program?

What is your understanding of the role a CASA volunteer plays?

What expectations do you have about your potential involvement in the CASA program?

What concerns/worries/questions do you have about being a CASA volunteer?

Do you have any previous experience working with abusive adults or abused children?

Have you experienced any recent life changes that could affect your involvement with CASA?

Program Compliance Requirements:

- ❖ References: Volunteers are required to have on record **three** non-relative references using the designated form. Note, references must be submitted directly from the individual providing the reference, not through the volunteer requesting it. _____(Initials)
- ❖ I understand that information regarding all cases is confidential and will not be discussed outside the agency. I understand that **any** breach in confidentiality will result in termination from the program. _____(Initials)
- ❖ I agree to notify my CASA Advocate Supervisor within 24 hours of any contact with law enforcement (except for minor traffic violations such as parking or speeding tickets), any new criminal or civil charges, or any accusations of child maltreatment (whether true or not). In addition, I agree to notify my CASA Advocate Supervisor of the outcome of such investigation and provide requested documentation. I understand that, at the discretion of CASA of Monterey County, it may be necessary to temporarily suspend current advocacy activities until such charges are cleared. Failure to report charges would result in immediate dismissal from the program. _____ (Initials)

- ❖ I understand that after successfully completing my training I will be expected to serve a minimum of eighteen months and always uphold the terms of my service agreement. If unforeseen circumstances prevent me from fulfilling this contract, I will give the Executive Director and my CASA Advocate Supervisor advance notice and submit a written resignation and create a plan for communicating this change with my appointed CASA child. _____(Initials)
- ❖ I agree to maintain current automobile insurance coverage and a current driver’s license and will provide up-to-date documentation to CASA of Monterey County. I understand that failure to do so prohibits me from transporting my appointed CASA child. _____ (Initials)
- ❖ All information provided in this application is true and accurate at the time submitted.

Applicant Signature

Date



CASA of Monterey County
REFERENCE LIST

Applicant Name: _____

Please list **three non-relative references** who have **known you for at least two years** and who can describe your personal and/or professional capacity to work as a volunteer with CASA. At least one reference should be from employment or volunteer experiences. These references will be contacted and asked to complete a reference questionnaire. Email addresses are required.

1ST REFERENCE: I have known this person for _____ years.

Name: _____ Relationship: _____

Email: _____ Phone #: _____

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

2ND REFERENCE: I have known this person for _____ years.

Name: _____ Relationship: _____

Email: _____ Phone #: _____

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

3RD REFERENCE: I have known this person for _____ years.

Name: _____ Relationship: _____

Email: _____ Phone #: _____

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

Please return this completed list to CASA along with your application packet, by one of the following methods:

Mail to: CASA, ATTN: Recruitment, 945 S. Main Street, Ste. 107, Salinas, CA 93901

Email to: recruitment@casaofmonterey.org

Fax to: 831-455-6802, ATTN: Recruitment