



CASA of Monterey County
945 S. Main Street, Suite 107
Salinas, CA 93901
www.casaofmonterey.org

VOLUNTEER APPLICATION

Applicant Name: _____

Thank you for your interest in becoming a Court Appointed Special Advocate with CASA of Monterey County! This application will help us assess your eligibility to serve as a volunteer and is a part of the mutual screening process. The information you provide is for internal use only.

APPLICATION INSTRUCTIONS

Please complete all sections of the application as thoroughly as possible while keeping to the space allotted for the responses. This application will take approximately 60 minutes to complete.

Before you begin, please download a copy of this application and save it to your computer. Complete all sections and re-save when done. Email completed, saved document to: recruitment@casaofmonterey.org.

BACKGROUND SCREENING

CASA of Monterey County thoroughly screens all applicants for the Court Appointed Special Advocate (CASA) volunteer position. The process of initial and subsequent background screening includes:

1. Fingerprinting (Live Scan)
2. Personal interviews
3. Reference checks
4. Department of Justice (DOJ)
5. Social Security Number verification
6. A local security clearance, which requires a valid California ID (e.g. driver's license)
7. Criminal records (including, but not limited to the local court, CA Department of Justice (DOJ), and Federal Bureau of Investigations (FBI))
8. National Sex Offender Registry
9. Child abuse registries (e.g. Child Abuse Central Index)
10. DMV records
11. Any other investigation that CASA deems appropriate

All applicants must submit the required information and authorize a release of information related to the above listed background checks. Refusing to do so will result in the rejection of the application.

Criminal history does not necessarily disqualify you from service, however any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that may pose risks to children or the CASA program's credibility will not be accepted as a CASA volunteer.

ADMINISTRATIVE USE ONLY

App Received On: _____ Info Session Attended On: _____ Staff Initials: _____

PTI Held On: _____ PTI Conducted By: _____

Training Acceptance Confirmed On: _____ By: _____

EDUCATION

Please provide your education experience below, starting with high school or equivalent:

SCHOOL NAME	CITY, STATE	YEARS COMPLETED	DEGREE/DIPLOMA	AREA OF STUDY

Are you currently attending school? _____

a. If you answered "yes", please provide:

Name of school: _____

Area of Study: _____

Anticipated Graduation Date: _____

LEGAL HISTORY

1. Have you ever been charged with, or convicted of, a crime? _____

a. If you answered "yes", please describe the circumstances, list any charges filed, and the date of the incident(s): _____

b. What was the disposition/outcome? _____

2. Are you on probation/parole or under court supervision now, or within the last five years? _____

a. If you answered "yes", what is the anticipated termination date? _____

3. Do you have any outstanding warrants against you? _____

a. If "yes", please provide specifics: _____

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.

PERSONAL STATEMENT

1. How did you hear/learn about CASA of Monterey County?
2. Why would you like to become a Court Appointed Special Advocate (CASA)?
3. How do you hope to benefit personally from this volunteer experience?
4. Please describe any experiences you have had involving people of cultural, social, ethnic, and/or economic circumstances different than your own.
5. Please describe any personal, professional, or volunteer experience you may have had with foster children and/or their families.
6. Please describe any additional training, special skills, or languages you may have acquired through employment, volunteer service, or life experience that may contribute to being a CASA.
7. Please describe how you will balance your current obligations with being a CASA. In your response, consider any work, school, and other commitments (such as family, extracurricular activities, other volunteering, etc.).
8. Please tell us about yourself! Include any relevant information about your childhood, background, and family history that may impact your volunteer advocacy role with children in the foster care system. Please include any experience with issues which you think you might encounter as a CASA- such as domestic violence; substance abuse; physical, sexual, and emotional abuse; neglect/abandonment of children; psychotropic medication or mental health...whatever you feel may relate to being a CASA.

REFERENCES

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 of your references should be from your employment or volunteer experience.

Your references will be contacted by email, and provided an attached reference questionnaire. CASA will email out these questionnaires on your behalf, and these **must be returned directly to the CASA office by your reference, per form instruction.** *Please notify your listed references that they will be receiving a CASA email with questionnaire, within 5 business days of our receipt of your application. Occasionally, our emails go into people’s spam folder, so please remind them to check their inbox and spam folder for this email.* **Please be aware** that if we receive no response from your listed reference, you will be contacted by CASA staff and asked to follow up with your reference, to ensure they complete and turn in this document.

1st REFERENCE Name (First and last): _____
I have known this person for _____ years. Relationship: _____
Phone: _____ Email: _____
Complete Mail Address: _____
This person would prefer to be contacted by: Email Snail Mail Phone Interview

2nd REFERENCE Name (First and last): _____
I have known this person for _____ years. Relationship: _____
Phone: _____ Email: _____
Complete Mail Address: _____
This person would prefer to be contacted by: Email Snail Mail Phone Interview

3rd REFERENCE Name (First and last): _____
I have known this person for _____ years. Relationship: _____
Phone: _____ Email: _____
Complete Mail Address: _____
This person would prefer to be contacted by: Email Snail Mail Phone Interview

POSITION DUTIES

CASA volunteers work with sensitive issues that may be emotionally demanding. It is important that you possess emotional maturity, self-control, and the ability to handle stress; demonstrate common sense; are diplomatic, objective and flexible; and exhibit self-assurance and assertiveness. CASAs must be able to interview, observe, listen, and analyze written material, write clearly and concisely, and make decisions and set goals. In addition, the CASA volunteer position includes making telephone calls, sending emails, reading and writing reports, composing monthly progress notes and court reports online, attending meetings, traveling to court and visits, etc.

Can you perform the functions of a CASA volunteer, with or without reasonable accommodation? _____
Yes/No

ADDITIONAL INFORMATION AND EXPECTATIONS

Please read carefully and initial to indicate you understand and agree. If you have any questions regarding any of the following statements, please contact CASA staff for clarification, as needed.

1. I am over 21 years of age. _____ (Initial)
2. I am not a foster parent nor do I receive financial compensation from the Department of Children and Family Services (DCFS), or any DCFS contractor. _____ (Initial)
3. Upon successful completion of the screening and volunteer training, I will be expected to serve approximately 12-16 hours a month, for at least 18 months as a CASA volunteer. _____ (Initial)
4. I will submit to a background investigation to determine my suitability of serving as a CASA volunteer, including, but not limited to, a criminal background check with fingerprinting. _____ (Initial)
5. I will participate in on-going supervision and continuing education training classes, cooperating fully with staff and adhering to all agency-approved report-writing criteria. _____ (Initial)
6. As an applicant of CASA of Monterey County, I understand and acknowledge that CASA of Monterey County is not obligated in any way to accept me into the volunteer training program by submission of this application. _____ (Initial)
7. I understand and agree that CASA of Monterey County retains the right to refuse any individual, at any time, it feels would not serve the best interests of the child or the CASA program. CASA of Monterey County is not required to state the reason for declining an applicant into the program, if they so choose. _____ (Initial)
8. I understand that any applicant found to have been convicted of, or having current charges pending for a felony or misdemeanor involving a sex offense, child abuse, or child neglect, must not be accepted as a CASA volunteer. _____ (Initial)

Please carefully read the following statements, and type your name and today's date if you understand and agree with what you've read. If you have any questions regarding these statements, please contact CASA office for clarification.

- I understand that I am applying to be a CASA volunteer, to serve without promise, expectation, or receipt of any compensation for the service performed.
- I hereby agree to a complete background check, and that CASA of Monterey County may do whatever is necessary to verify the validity of my statements. Further, I fully consent to the communication and sharing of any information learned about me during the screening process and subsequent service, including with outside people and organizations, regardless of the nature of the information, as necessary to ensure a complete background investigation and protect children and the integrity of the CASA network.
- I certify that I understand that volunteer placement is a selection process and that not all applicants are accepted into the program. I understand that volunteers are selected based on individual ability to meet the responsibilities of the CASA program.
- I also understand that because of the nature of the screening process, CASA of Monterey County is not obligated to disclose to me reason(s) for any decision concerning my acceptance or non-acceptance into the program.
- Furthermore, I understand that CASA of Monterey County has to consider the best interests of the children first when matching them with CASA volunteers. Thus, I understand that the agency is not obligated to assign to me a child and that submission of this application in no way obligates me to perform volunteer services.
- I hereby certify, under the penalty of perjury under the laws of the state of California, that the information provided by me in this application is true and correct to the best of my knowledge.

Printed Legal Name: _____

Date: _____

Before submitting, please review the following checklist to make sure your application is complete.

Did you...

- Provide employment history for the last seven years (as appropriate)?
- Ensure that you provided three non-relative references who have known you for at least two years, including at least one individual who can speak to your volunteer or work experience?
- Address all personal statement questions thoroughly?
- Type your initials by all statements found on page six?
- Type your name and the date at the bottom of page six?

Thank you for taking the time to complete this CASA application!

Please submit a **saved** copy of this application by any of the following methods:

Email: recruitment@casaofmonterey.org

Fax: 831-455-6802

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

In Person: CASA Office, 945 S. Main St, Ste. 107.
Business hours are: Monday-Fridays, from 8:30 AM – 5:00 PM