



**CASA**

Court Appointed Special Advocates  
FOR CHILDREN

CASA OF THE PIKES PEAK REGION



Dear Volunteer Applicant,

We are excited about your interest in helping us change lives and futures for children in need of a voice. This volunteer experience will be the hardest job you will ever love, challenging and immensely fulfilling.

This packet includes the following:

- Information about our application process and volunteer opportunities
- Application form
- Personal questionnaire, to be answered on separate piece of paper, in some detail
- Authorization to release information form -a necessary component of the background check

Once we have received your completed application we may invite you to an interview. All CASA volunteer candidates complete a thorough screening and background inspection, are interviewed by experienced CASA staff, and references are sent for and reviewed.

CASA does not discriminate on the basis of race, color, creed, religious preference, gender, disability, sexual preference, or veteran status. Unfortunately, not every applicant is accepted for our volunteer positions. CASA reserves the right to deny a volunteer position to any applicant without explanation.

I look forward to meeting you and thank you for giving your time to such a worthy cause. Together, we can stop the cycle of family violence and conflict, not only for this child but for future generations to come.

If you have any questions at all, please feel free to call me at 447-9898, extension 1008. You can also reach me by e-mail –[rosemaryj@casappr.org](mailto:rosemaryj@casappr.org).

Sincerely,

RoseMary Jaramillo  
Volunteer Services Manager

Start dates for 2009 trainings

Advocacy:    January 21  
                   May 2  
                   July 15  
                   September 22

SEPT:            January 24  
                       April 29  
                       July 25  
                       September 26



**How did you hear about CASA?** *(By listing the name of the friend or colleague who recruited you, they will receive member ship in the CASA Champions Reward Program)*

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**EMPLOYMENT** (Beginning with most recent, list history for the past five years, including part time, temporary, or seasonal employment. Use separate sheet if necessary.)

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From (date)	To (Date)	Job Title	Supervisor	Employer
Employer Address				Phone
Duties: _____		Reason for Leaving: _____		

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From (date)	To (Date)	Job Title	Supervisor	Employer
Employer Address				Phone
Duties: _____		Reason for Leaving: _____		

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From (date)	To (Date)	Job Title	Supervisor	Employer
Employer Address				Phone
Duties: _____		Reason for Leaving: _____		

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Were you ever discharged, asked to resign, furloughed or put on inactive status for cause, or subjected to disciplinary action while working in any of these organizations?  Y  N

If yes, explain: \_\_\_\_\_

Have you resigned after being informed employer intended to discharge you?  Y  N

If yes, please explain: \_\_\_\_\_

**Volunteer Experience** (Past five years)

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From (date)	To (date)	Supervisor	Agency	Phone
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Job Description /Duties

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From (date)	To (date)	Supervisor	Agency	Phone
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Job Description/Duties

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From (date)	To (date)	Supervisor	Agency	Phone
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Job Description/Duties

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What did you like best? \_\_\_\_\_  
\_\_\_\_\_

What did you like least? \_\_\_\_\_  
\_\_\_\_\_

Did any of your volunteer positions involve working with children? \_\_\_\_\_

**REFERENCES** Please submit the names of four references. If you are currently employed one of your references should be the employer and/or provide at least two professional references. You may include up to two personal references of people that are not living with you.

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Name	Relationship	Years Known	Phone (Home, Work)
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Address (Street, City, State, Zip Code)

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Name	Relationship	Years Known	Phone (Home, Work)
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Address (Street, City, State, Zip Code)

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Name	Relationship	Years Known	Phone (Home, Work)
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Address (Street, City, State, Zip Code)

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Name	Relationship	Years Known	Phone (Home, Work)
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Address (Street, City, State, Zip Code)

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**EDUCATION** (CASA does not require a college education.)

\_\_\_\_\_  
Highest Level Completed

\_\_\_\_\_  
Name of School

\_\_\_\_\_  
Degree

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area of Study

Do you speak a foreign language?  Y  N  
If yes, which language \_\_\_\_\_

Describe your use of alcohol: \_\_\_\_\_

Describe your use of Drugs: \_\_\_\_\_

What is your current state of health? \_\_\_\_\_

Describe any limitations on activities: \_\_\_\_\_

I certify that I have made no willful misrepresentations, omissions or falsifications in this application which includes general, employment, volunteer or educational data and that the entries made by me above are true, complete, and correct to the best of my knowledge. Any willful misrepresentation or falsification in this application will cause my disqualification for participation in the program and/or immediate termination, if discovered later.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CASA of the Pikes Peak Region, Inc. is an equal opportunity employer. CASA reserves the right to disqualify any applicant who would not be appropriate for the CASA program. 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 would pose risks to children or CASA of the Pikes Peak Region's programs credibility is not accepted as a CASA Volunteer and/or SEPT facilitator.

CASA does conduct a criminal background screen of all its volunteers. There is a cost to this that can be scholarshipped by CASA if you chose not to contribute to the cost. Typically, this runs between \$22.50 and \$34.00 depending on how long you have lived in Colorado.

If an applicant is found to have committed a misdemeanor or felony that is unrelated to or would not pose a risk to children and would not negatively impact the credibility of CASA of the Pikes Peak Region, the CASA program will consider the extent of the rehabilitation since the misdemeanor or felony was committed as well as other factors that may influence the decision to accept the applicant as a CASA volunteer and/or SEPT facilitator.

Please return completed application to:  
Deadline is Fast Approaching

CASA of the Pikes Peak Region, Inc.  
701 South Cascade Avenue  
Colorado Springs, CO 80903  
Phone (719) 447-9898  
Fax (719) 667-1818

# **AUTHORIZATION TO RELEASE INFORMATION**

TO WHOM IT MAY CONCERN:

This authorizes CASA to contact references and past employers for information regarding my ability to perform the functions of a Court Appointed Special Advocate, SEPT Facilitator, or office and/or fund development support.

A PHOTOSTAT OF THIS AUTHORIZATION WILL BE VALID AS THE ORIGINAL.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or type name



## VOLUNTEER QUESTIONNAIRE

Name \_\_\_\_\_ Date \_\_\_\_\_

**The goal of the volunteer application and interview is for CASA staff to learn more about you, for you to learn more about the role of CASA volunteers and to determine if this volunteer opportunity is a good match for your interest and skills. An invitation to be interviewed or acceptance into the CASA training program does not guarantee acceptance into the program.**

**\*\*\*Answers must be submitted in typed format.**

1. Tell me about your childhood. What are some of your happiest/saddest memories? Siblings? What is your current relationship with your family?
2. Tell me about your mother and father. What did you like best about them? How did they discipline you? If you were spanked, what with? Did it work?
3. Describe your temperament. What do you like best about yourself? What would you improve? Strengths? Areas of discomfort?
4. What is your personal experience with child abuse, divorce and/or domestic violence?
5. Have you experienced difficulties with employment? (Finding a job – keeping a job, etc.)
6. Describe the kinds of things cause you the most stress or anxiety? How do you handle stress or anxiety?
7. What do you feel constitutes child abuse?
8. How much time actual time per week can you give to CASA? Are you available during the daytime Mon through Fri? What does your typical week look like? What other responsibilities do you have?

*There are several scenarios that we ask you read and think about your answer. These do not require a written response, but they will be reviewed during the interview.*

9. You are on a case involving a baby and a 3 year old. The case was opened because of severe neglect and domestic violence. The children are with mom and dad is in jail. You go to visit mom and the children early one cold snowy morning. Mom tells you she just used her last diaper on the baby and she only has enough cereal for that day. You have \$10 in your purse/wallet. What do you think would be the best thing to do?

10. Which home for this little girl?

Family A is a young couple who each had a couple of marriages before the one they are currently in. Family A's house is messy with several broken windowpanes. Family A's biological 7 year old daughter was physically abused by mom and educationally neglected. The child has been placed in a foster-adopt home. You suspect that Family A's mom and dad have marital problems and alcohol issues. Because of poverty, the little girl did not have any books in the home and the few toys & clothes were from a thrift shop. Family A's mom and dad are following a treatment plan that includes classes in parenting and anger management as well as substance abuse evaluations. Mom and dad profess love and concern for their daughter and want her back.

The 7 year old has been living with foster-adopt family B for about 6 months. Family B is a middle-aged couple who are educated with a strong faith system. They take the little girl to church and introduce her to a rich cultural experience to include the arts, music, dance and literature. They ensure she gets a tutor at school to help her catch up and they shower affection and praise on her. Their home is well ordered and calm. They want to adopt the child and give her a life of love, care and potential. Family B is very good about taking the child to weekly supervised visits with Family A. During the visits, the child interacts with her biological parents by running to them and receiving hugs.

Q: At this point, what are your thoughts about the best long-term solution for this child's placement?

11. You are the CASA on a case of a 10 year old girl who is under the court's jurisdiction due to a prior allegation of sexual abuse by the grandfather (not proved), lack of parenting skills by the mother, domestic violence between the mom and dad and maternal substance abuse. The girl was placed outside of the biological parents' home in a foster home while placement was being considered with the grandparents (the same one with the allegation). You have been on the case for 6 months and against your recommendation, the parties have agreed to place the child with the grandparents instead of the foster home. Explain to us how you would accept this final decision by the judge that was contrary to your own decision.

Thank-you for completing this volunteer application and questionnaire. Your willingness to help our community's most vulnerable children is greatly appreciated!