

Dear Volunteer Applicant,

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

This packet includes the following:

* Application and volunteer information
* Authorization to Release Form

Once we receive a completed application then we may invite you for an interview. All CASA volunteer candidates must complete a thorough screening and background inspection, must be interviewed by experienced CASA staff, and have four references.

CASA does not discriminate on the basis of race, color, creed, religious preference, gender, gender expression, disability, sexual preference, or veteran status. Unfortunately, not every applicant is accepted for our volunteer positions.

The CASA program will reject 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 the CASA program. CASAPPR reserves the right to deny a volunteer position to any applicant without explanation.

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

If you have any questions, please call us at (719) 447-9898. You can also reach me by e-mail at MelissaC@casappr.org.

Sincerely,

Melissa Chestnut

Administrative Assistant

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VOLUNTEER APPLICATION

 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.

 Please Print Legibly Date: \_\_\_\_\_\_\_\_\_\_\_\_

Name:

Nickname (preferred):

Date and Place of Birth:

Social Security Number:

Male or Female:

US Citizen:

Preferred Phone:

Work Phone:

Home Phone:

Cell Phone:

Email address:

Mailing address:

 Emergency Contact:

Work Phone:

Home Phone:

Mailing address:

Marital Status

Children – Gender/Age

Single

Married

Divorced

Separated

 Have you ever been convicted of a misdemeanor or felony?

□ Yes □ No

If yes please explain:

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 Residences: List last ten years, starting with current. Use separate sheet if necessary.

 Month/Year

Street Address

City/County/State

 Vehicle Operators License information

 Type

Number

Expiration

Place of Issue

 Have you ever been denied a license or had your license suspended or revoked?

□ Yes □ No

 If yes, please explain:

 Please check the program(s) for which you are applying

 Advocacy

Other: specify below

Supervised Exchange

Are you willing to serve youth and/or adolescents 7-17 years old? (Answering yes or no does not effect your application. This is for grant reporting purposes only.)

□ Yes □ No

Share with us:

|  |  |
| --- | --- |
| How much actual time per week can you give to CASA? |  |
| Are you available during the daytime Monday through Friday? |  |
| What does your typical week look like? |  |
| What other responsibilities do you have? |  |
| How did you hear about CASA? |  |
| Special skills or other interests (please list). |  |

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

|  |  |
| --- | --- |
| Highest level of completion: |  |
| Name of School: |  |
| Degree/Date: |  |
| Area of Study: |  |
| Are you fluent in a different language? If yes, which? |  |

|  |  |
| --- | --- |
| Describe your use of Alcohol: |  |
| Describe your use of drugs (prescription and marijuana): |  |
| What is your current state of health? |  |
| Describe any limitations on activities: | |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Title:** |  | **Supervisor:** |  |
| **Employer:** |  | **Phone:** |  |
| **Employer Address:** |  | **Duties:** | |
|  |
| **Reason for Leaving?** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Title:** |  | **Supervisor:** |  |
| **Employer:** |  | **Phone:** |  |
| **Employer Address:** |  | **Duties:** | |
|  |
| **Reason for Leaving?** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Title:** |  | **Supervisor:** |  |
| **Employer:** |  | **Phone:** |  |
| **Employer Address:** |  | **Duties:** | |
|  |
| **Reason for Leaving?** |  | | |

Have you ever had difficulties with employment? (Finding a job-keeping a job, etc)

□ Yes □ No

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?

□ Yes □ No

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

□ Yes □ No

If yes to any of the above, please explain:

**Volunteer Experience** (Past five years)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Agency:** |  | **Supervisor:** |  |
| **Job:** |  | **Phone:** |  |
| **Duties:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Agency:** |  | **Supervisor:** |  |
| **Job:** |  | **Phone:** |  |
| **Duties:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Agency:** |  | **Supervisor:** |  |
| **Job:** |  | **Phone:** |  |
| **Duties:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date From:** |  | **Date To:** |  |
| **Agency:** |  | **Supervisor:** |  |
| **Job:** |  | **Phone:** |  |
| **Duties:** |  | | |

Did any of your volunteer experiences involve working with children?

□ Yes □ No

**REFERENCES** Provide the names of at least four (4) references. At least two (2) must be

Professional references and all must be unrelated (i.e., current/past employer, co-worker, volunteer supervisor, neighbor, etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Relationship:** |  |
| **Years Known:** |  | **Phone:** |  |
| **Address:** |  | | |
| **Email:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Relationship:** |  |
| **Years Known:** |  | **Phone:** |  |
| **Address:** |  | | |
| **Email:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Relationship:** |  |
| **Years Known:** |  | **Phone:** |  |
| **Address:** |  | | |
| **Email:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Relationship:** |  |
| **Years Known:** |  | **Phone:** |  |
| **Address:** |  | | |
| **Email:** |  | | |

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 the credibility of CASAPPR, is not accepted as a CASA volunteer and/or SEPT Facilitator and/or other volunteer role.

CASA does conduct an extensive criminal background check of all its volunteers. There is a $50.00 fee for the background check and if you chose not to or cannot contribute to the cost CASA has a scholarship that you may apply for.

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 CASAPPR, 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 into any of the CASAPPR programs.

Please return completed application to: CASA of the Pikes Peak Region, Inc.

###### **Deadline is fast approaching 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 CASAPPR to contact references and past employers for information regarding my ability to perform the functions of a Court Appointed Special Advocate, SEPT Facilitator, or any other volunteer role under the CASA umbrella.

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print or type name

VOLUNTEER APPLICATION-PART II ESSAY QUESTIONS

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 essay style and typed format*.** *Please type responses on a separate sheet of paper.*

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. Describe the kind of things that cause you the most stress or anxiety? How do you handle stress or anxiety?
6. How do you define child abuse?
7. Why do you want to make a commitment to this agency?
8. In a short paragraph, tell us how you have utilized self-evaluation/self-help during a challenging period in your life.
9. Share with us a time (not work related) when you were committed to a project for a long period of time.
10. Share your personal philosophy of life (brief paragraph).