

**FIRST PRESBYTERIAN CHURCH OF ARLINGTON, TEXAS
VOLUNTEER/EMPLOYEE INFORMATION FORM**

Part I

Name (last, first, middle, maiden):

If you have ever used another name, please indicate the name and the time period(s) used:

Current address:

How long have you lived at this address: _____

How long have you lived in Texas: _____

Sex: Male Female

Birth date: _____

Are you a member of this church? No Yes - since date (month/year) _____

Texas Drivers License Number: _____

Social Security Number: _____

Home Phone: _____

Place of Employment: _____

Work Phone: _____

Part II

Your honest answers to the following questions will assure our church family, parents, and children of the finest care we can provide..

1. In what area of ministry do you wish to serve and why?

2. What gifts and experience do you bring to this ministry?

3. Have you ever been subject to any disciplinary action, complaint or allegations that you violated any employer's or any organization's policy concerning sexual misconduct?

Yes No (If yes, please explain.)

4. Have you ever been arrested, charged, indicted or convicted for any criminal offense (misdemeanor or felony) other than a traffic violation, including but not limited to any felony crime; murder; aggravated assault; sexual abuse; sexual assault (rape); aggravated sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; sale, distribution, or display of harmful material to a minor; employment harmful to children; or abandonment or endangering a child?

Yes No (If yes, please explain.)

5. Have you ever had your driver's license suspended or restricted for any reason?

Yes No (If yes, please describe the date(s) and reasons for each occurrence.)

6. Have you ever been hospitalized or treated for alcohol or substance abuse? If so, are you continuing to maintain a recovery program? How long have you been in recovery?

Yes No (If yes, please explain)

7. Have you ever been hospitalized or treated as a sexual or a physical abuse offender? Give dates. Are you continuing to maintain a recovery program? How long have you been in recovery?

Yes No (If yes, please explain)

8. Other than the above questions, is there any fact or circumstance involving you or your background that would cause you or the church to have concerns about your being entrusted with the supervision, guidance and care of minors?

Yes No (If yes, please explain.)

Part III – References

Please list three persons who are familiar with your character and abilities. Contacts at prior churches are appropriate. Please do not include relatives or members of church staff. Records of contacts with these references will be maintained confidentially in accord with the Church’s policy.

1. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

2. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

3. Name: _____

Address: _____

Daytime Phone: _____

Evening Phone: _____

Nature of the relationship with you: _____

Part IV – Authorization and Release

I understand and agree that:

a. All information I have provided may be verified. I agree to release from liability any person or organization that provides information regarding me, including these persons I have listed as references. I do hereby agree to indemnify and hold harmless, First Presbyterian Church of Arlington, Texas, it’s employees, representatives and agents from any claims or causes or action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact references or conversations with any references. I understand that any information received will not be disclosed to me, and I hereby waive any right I any have to inspect any information provided about me by any person or organization identified by me on this form.

b. By signing this form, I certify and affirm that the information I have given is true, complete and correct in all respects.

c. I hereby give my permission for the First Presbyterian Church of Arlington, Texas to obtain information relating to my criminal history. The criminal history record, as received from the reporting agencies may include arrest and conviction data as well as plea bargains and deferred adjudications and delinquent conduct committed as a juvenile. I understand this information will be used, in Part, to determine my eligibility for an employment or volunteer position with the church. I understand that I will have the opportunity to review the criminal history, and a procedure is available for clarification, if I dispute the record as received. I also understand that as long as I remain as an employee or volunteer here, the criminal history records check may be repeated at any time. I, the undersigned, do for myself and heirs, executors and administrators, hereby release and forever discharge and agree to indemnify the investigating agency and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney's fees, court costs and other expenses resulting from the investigation of my background in connection with my application to become an employee or a volunteer.

Applicant's Signature: _____

Date: _____

Please print name: _____

Parent or Guardian's Signature: _____

(if under eighteen) *No background checks will be done on children under the age of 18.*

Witness Signature: _____ Date: _____

This form is confidential and will be kept in a locked file in the office of First Presbyterian Church of Arlington, Texas.