

Piedmont CASA, Inc.  
818 E. High Street  
Charlottesville, VA 22902  
Phone: 434-971-7515  
Fax: 434-971-3060



## VOLUNTEER APPLICATION

Date: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please list all the countries and states you have lived in within the past 7 years:

\_\_\_\_\_

Employment Status (FT; PT; Retired; Student): \_\_\_\_\_

**EMPLOYMENT HISTORY:**

List your last three places of employment (the first being your present employer)

<b>NAME OF COMPANY &amp; PHONE #</b>	<b>POSITION</b>	<b>SUPERVISOR</b>	<b>EMPLOYMENT DATES TO/FROM</b>	<b>REASON FOR LEAVING</b>

**PERSONAL**

Do you have professional or volunteer experience working with children? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide organization names and your roles(s):

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Have you ever applied to this or another CASA program before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please provide name and dates:

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List any community groups or service opportunities in which you are presently active (professional associations, faith communities, service organizations, coaching, mentoring, etc.):

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Are you proficient with using a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, do you have a computer at your disposal? Yes \_\_\_\_\_ No \_\_\_\_\_

**Have you or your family had personal/professional experience with:** (If yes, we will talk about your experience during your interview).

Child welfare system Yes \_\_\_\_\_ No \_\_\_\_\_

Court system Yes \_\_\_\_\_ No \_\_\_\_\_

Criminal justice system Yes \_\_\_\_\_ No \_\_\_\_\_

Mental health providers Yes \_\_\_\_\_ No \_\_\_\_\_

Other child service agencies      Yes \_\_\_\_\_ No \_\_\_\_\_

**Please provide COMPLETE contact information for three non-family references who have known you for at least one year.**

Please do not list a relative or significant other. If possible, please list an employer or supervisor.

(1) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to you: \_\_\_\_\_

(3) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Relationship to you \_\_\_\_\_

**Please respond to the following:**

I am interested in working with children and families as a CASA volunteer because ...

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Any hesitations or concerns regarding my participation in the CASA program at this point are ...

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CASA volunteers give 10-15 hours a month. Will this time fit into your schedule?

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Can you provide your own transportation in your work as a CASA volunteer?

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**EQUAL OPPORTUNITY STATEMENT – Piedmont CASA will not discriminate against any applicant on the basis of race, religion, color, gender, national origin, disability, age, marital status, sexual orientation, or any other basis made illegal by the laws of the United States or the Commonwealth of Virginia.**

The following page is for statistical purposes only. Please mark the choice or choices that best describe you.

**Gender**

\_\_\_\_\_ Female

\_\_\_\_\_ Male

**Marital Status**

\_\_\_\_\_ Divorced

\_\_\_\_\_ Separated

\_\_\_\_\_ Widowed

\_\_\_\_\_ Single

**Education**

\_\_\_\_\_ High School

\_\_\_\_\_ BA/BS

\_\_\_\_\_ PhD/EdD/JD/MD

\_\_\_\_\_ Other: \_\_\_\_\_

**Race/Ethnicity**

\_\_\_\_\_ American Indian/Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black/African-American

\_\_\_\_\_ Native Hawaiian/Other Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_ Two or more races

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Hispanic of any race

**Language**

\_\_\_\_\_ English

\_\_\_\_\_ Spanish

\_\_\_\_\_ Other: \_\_\_\_\_

**How did you hear about Piedmont CASA?**

\_\_\_\_\_ Agency/Professional

\_\_\_\_\_ Business

\_\_\_\_\_ Flyer

\_\_\_\_\_ Friend/Family \_\_\_\_\_

\_\_\_\_\_ Media: TV \_\_\_ Radio \_\_\_ Newspaper \_\_\_

\_\_\_\_\_ Religious Organization

\_\_\_\_\_ Volunteer Referral Agency

\_\_\_\_\_ Web: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Unknown

## **Piedmont CASA, Inc. Training Agreement**

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Prospective volunteers are asked to read and sign the following training description and agreement:

**Agreement:**

1. I understand that participation in the Pre-Service Volunteer Training is required and essential and includes 40 hours of scheduled classroom time.
2. I understand that, in addition to the classroom sessions, I will be required to complete two hours of courtroom observation at one of the Juvenile and Domestic Relations District Courts that CASA serves, as well as writing and reading assignments outside of the classroom.
3. Attendance: I understand that attendance at training is mandatory.
4. I am aware that the Pre-Service Training Class is a part of the screening process and that acceptance to participate in training does not guarantee that I will be sworn in as a CASA or that I will be assigned to a case. I further understand that either Piedmont CASA or I can choose to discontinue my involvement in the training/screening process at any time without further obligation on the part of either party.
5. Upon completion of training, my participation in the training process, as well as other screening material (references, criminal record check, Child Abuse/Neglect Central Registry check and DMV record check) will be reviewed for the purpose of determining my eligibility to be assigned a case as a CASA.

I understand and am willing to meet all the conditions stated above and wish to participate in the CASA Pre-Service Training.

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Signature of Volunteer

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Date

**The Undersigned acknowledges and agrees that:**

I am interested in becoming a CASA volunteer and know of no reasons why I should not be assigned to a child in the CASA program. I am aware that the children CASA serves have been abused, neglected by adults. I do not want to be another cause of disappointment to a child, and acknowledge that I will make a commitment of at least 14 to 18 months to the child(ren) and case to which I may be assigned.

**As a CASA volunteer, I will be willing to:** (Please write yes or no)

- Commit a minimum of 14 to 18 months to being a CASA volunteer.
- Participate in CASA's pre-service training program.
- Participate in a minimum of 12 hours of in-service training each year.
- Visit in person with the children to whom I may be assigned at least once per month.
- Prepare written reports to the court with the guidance and assistance of CASA staff.
- Participate in and attend court hearings and meetings on a child's case.
- Comply with all Piedmont CASA Program Policies and Procedures.

**I understand that I will need to carry liability insurance on my car. I agree to maintain this insurance throughout my program participation with CASA. I understand that I must have proof of liability insurance in my CASA file and that I am required to inform immediately the CASA staff of any motor vehicle infractions that may occur after my acceptance into the program.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**I have attached proof of car insurance.**

Yes \_\_\_\_\_ No \_\_\_\_\_

**As an applicant to Piedmont CASA, I understand and acknowledge that:**

Piedmont CASA is not obligated in any way to accept me into the volunteer training program by accepting this application, and Piedmont CASA retains the right to refuse any individual. Piedmont CASA is not required to state reason(s) for non-acceptance into the program. Piedmont CASA will hold all information in the volunteer's file in strictest confidence. Such information becomes the property of Piedmont CASA.

*I hereby certify that all statements made on this application are true and correct to the best of my knowledge. I understand that by submitting this application, I authorize inquiries concerning my employment and character for the purpose of determining my suitability as a CASA volunteer. **I further understand that by my signature on this application, I authorize Piedmont CASA to complete national and state record checks of criminal history, Departments of Social Services and Departments of Motor Vehicles in every state or country in which I have resided for the last seven years.***

*I grant Piedmont CASA the authority to follow up on offenses reported and understand that information obtained may preclude me from becoming a Piedmont CASA volunteer. I understand that conviction or 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's credibility are grounds to reject my application. All information will be held in strictest confidence. Having considered the opportunities and responsibilities involved, I offer my services as a Court Appointed Special Advocate for the Charlottesville/Albemarle, Louisa and Greene Juvenile and Domestic Relations District Courts and agree to follow all guidelines set forth by Piedmont CASA, Inc. Specifically, I will keep all information and knowledge acquired during my involvement with the program strictly confidential.*

*Criteria used in the selection of volunteers will be such as to insure that the individual is able to meet the responsibilities of a Court Appointed Special Advocate.*

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

*\*CASA volunteer applications will be rejected if the applicant refuses to sign the appropriate releases of information for criminal, DSS Central Registry and Division of Motor Vehicle record checks.*

**Piedmont CASA Disclosure Statement and Authorization for Alternate  
Background Search**

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Last Name

First Name

Middle Name

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Date of birth

Social Security Number

For the purpose of my continued service with Piedmont CASA, I authorize Piedmont CASA, Inc. to request a background check report on me. I understand that this check will include, but not be limited to, background checks using:

- **National, regional and state database searches (with or without National Sex Offender Registry search included)**
- **Federal and county courthouse searches**
- **Department of Motor Vehicles**

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Signature

Date