

Piedmont CASA, Inc.
P.O. Box 603
Charlottesville, VA 22902
Phone: 434-971-7515
Fax: 434-971-3060



VOLUNTEER APPLICATION

Date: _____

First Name: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone #: _____ Cell #: _____

Email Address: _____

Driver's License #: _____ State: _____

Date of Birth: _____ Gender: F _____ M _____

Emergency Contact: _____ Phone #: _____

Employer: _____ Job Title: _____

Employer's Address: _____

Employer's Phone #: _____

Current Hobbies and/or Interests: _____

EMPLOYMENT HISTORY:

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

NAME OF COMPANY & PHONE #	POSITION	SUPERVISOR	EMPLOYMENT DATES TO/FROM	REASON FOR LEAVING

EDUCATION:

NAME OF SCHOOL	CITY/STATE	DATES ATTENDED	MAJOR/DEGREE
HIGH SCHOOL			
COLLEGE/VOCATIONAL SCHOOL			
GRADUATE SCHOOL			

If student now, where? _____ Full or Part time? _____

Degree working on: _____ Graduation date: _____

In what languages can you communicate? _____

PERSONAL

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

Do you have any experience working with children? Yes _____ No _____
(If yes, please give organization names and details)

Have you or your family had personal/professional experience with: (If yes, please give a brief explanation)

Child abuse	Yes _____ No _____	_____
Foster care	Yes _____ No _____	_____
The court system	Yes _____ No _____	_____
Child Protective Services	Yes _____ No _____	_____
Other child service agencies	Yes _____ No _____	_____
Counseling or therapy	Yes _____ No _____	_____

Have you ever applied with another organization that works with children? Yes _____ No _____

Were you accepted? Yes _____ No _____ Please give name(s) of organization(s) & year:

Have you ever applied to this or another CASA program before? Yes _____ No _____
If yes, explain:

If married/committed: Spouse/Partner's Name _____

Please list names and ages of all of your children: _____

Please answer the following questions and give details and explanations if answer is yes:

Have you ever been hospitalized for an emotional issue?	Yes ___ No ___
Do you now, or have you had a drug/alcohol abuse or dependency problem?	Yes ___ No ___
Do you have any kind of health impairment?	Yes ___ No ___

Details: _____

LEGAL HISTORY

Piedmont CASA will ask all volunteers to complete a criminal records check, which will reveal any arrest, charge or conviction. Please respond to the following questions so that your history can be discussed and evaluated.

If you answer yes to any of the following questions, please offer an explanation in the space provided below.

Have you or your family ever been involved in a legal action? Yes _____ No _____

Have you ever been arrested/charged and/or convicted of a misdemeanor? Yes _____ No _____

Have you ever been arrested/charged and /or convicted of a felony? Yes _____ No _____

Have you ever been or are you currently on probation? Yes _____ No _____

Have you ever been or are you currently on parole? Yes _____ No _____

Have you ever been convicted of a traffic violation? Yes _____ No _____

Have you ever had any DWI arrests, charges or convictions? Yes _____ No _____

Have you ever had your driver's license revoked or suspended? Yes _____ No _____

Have you ever been arrested/charged or convicted of any sexual misconduct (including pornography)? Yes _____ No _____

Details:

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: _____

Address: _____

Fax/Email: _____ Relationship to you: _____

(2) Name: _____ Phone: _____

Address: _____

Fax/Email: _____ Relationship to you: _____

(3) Name: _____ Phone: _____

Address: _____

Fax/Email: _____ Relationship to you _____

Please respond to the following:

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

I feel that I can be a fair and objective advocate for a child because ...

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

CASA volunteers give 10-20 hours a month. When would you fit this time into your schedule?

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

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 of the State of Virginia.

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

First Name: _____ **Last Name:** _____

<u>Age of Volunteer</u>	<u>Gender</u>	<u>Marital Status</u>	<u>Education</u>
_____ 21-30	_____ Female	_____ Divorced	_____ Highschool
_____ 31-40	_____ Male	_____ Married/Committed	_____ AA/AS
_____ 41-50		_____ Separated	_____ BA/BS
_____ 51-60		_____ Single	_____ MA/MS
_____ 61-70		_____ Widowed	_____ PhD/EdD
_____ 71+			_____ Other: _____

Ethnic Origin

_____ American Indian/Alaska Native

_____ Asian/Asian-American

_____ Black/African-American

_____ Hispanic/Latino

_____ Native Hawaiian/Other Pacific Islander

_____ White

_____ Other: _____

Language

_____ Chinese

_____ English

_____ Spanish

_____ Other: _____

Employment Status

_____ Full-time

_____ Not Employed

_____ Part-time

_____ Retired

_____ Student

How you heard about CASA

_____ Agency/Professional

_____ Corporation

_____ Flyer

_____ Friend/Family _____

_____ Media: TV ___ Radio ___ Newspaper ___

_____ Religious Organization

_____ Unknown

_____ Volunteer Referral Agency

_____ Web

_____ Other: _____

Piedmont CASA, Inc. Training Agreement

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

Description:

The initial training consists of 32 hours, 30 hours of classroom time and two hours of courtroom observation plus written homework assignments.

Agreement:

1. I understand that participation in the Pre-Service Volunteer Training is required and essential and includes 30 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 the Charlottesville/Albemarle Juvenile and Domestic Relations District Court, 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.

Signature of Volunteer

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 or abandoned 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 one year 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 a year to being a CASA volunteer.
- _____ Participate in CASA's new volunteer training program.
- _____ Participate in a minimum of 12 hours of in-service training each year.
- _____ Visit in person with the child(ren) to whom I may be assigned.
- _____ Prepare written reports to the court with the guidance and assistance of CASA.
- _____ Participate 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 minimum liability 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 with this application a 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 submission of 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 record checks of criminal history, the Virginia Department of Social Services Central Registry and the Virginia Department of Motor Vehicles. If I have lived in Virginia for less than five years, I will provide Piedmont CASA, Inc. a criminal record check from each state where I have resided for the last five years. **

I grant Piedmont CASA the authority to follow up on offenses listed above 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 Juvenile and Domestic Relations District Court 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.*