

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: _____

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.

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

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 Commonwealth 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	_____ High School
_____ 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 to the child(ren) and case to which I may be assigned for the duration of the case.

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

- Serve as a CASA Volunteer for case duration, with a minimum of a one-year commitment expected.
- Participate in CASA's new volunteer training program.
- Participate in a minimum of 12 hours of in-service training each year.
- Visit at least once per month, in person, with the child(ren) to whom I may be assigned.
- Submit a required monthly summary of my case activity to my CASA Supervisor.
- Prepare written reports to the court with the guidance and assistance of CASA.
- 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 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.

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

Last Name

First Name

Middle Name

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 using the Choicepoint system. 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

Signature

Date

Piedmont CASA Volunteer Job Description

POSITION DESCRIPTION: The CASA volunteer is appointed by the Judge to advocate for the child's best interest. The CASA volunteer functions as information gatherer, monitor and spokesperson. S/he does not represent the child, call witnesses or examine or cross-examine witnesses. The CASA volunteer conducts independent investigations, submits fact-based written reports, makes recommendations to the Court, testifies upon request, and assists the guardian ad litem in representing the child's best interests.

I. QUALIFICATIONS: The CASA Volunteer should have the following skills and experience:

1. An interest in children, their rights and special needs.
2. Time to devote to training sessions, investigation and follow-up of a case. A minimum one-year commitment is required.
3. The ability to work with a child, family members and professionals using tact, concern and basic human relations skills.
4. The ability to communicate verbally and in writing, making verbal and written reports to the Court, the CASA Supervisor, the President & CEO, the guardian ad litem, and other persons as needed.
5. Be at least 21 years of age and pass criminal, child protective services central registry and division of motor vehicle checks.
6. The ability to maintain objectivity while dealing with hostility, anger and other emotional attitudes.
7. The ability to respect and relate to people from various backgrounds in a variety of settings.
8. A commitment to Piedmont CASA's mission and program goals.

II. DUTIES AND RESPONSIBILITIES:

1. Successfully complete 32 hours of pre-service training.
2. Successfully complete 12 hours of in-service training annually.
3. Maintain strict confidentiality and comply with Piedmont CASA's confidentiality policy.
4. Comply with Piedmont CASA's drug-free and smoke free policies.
5. Comply with Piedmont CASA's Driving Policy.
6. Keep the President & CEO and CASA Supervisor informed of all activities and confer with him/her on a regular basis as required by program policies and procedures.
7. Maintain an up-to-date case file on each case assigned.
8. Meet deadlines and timetables involving an assigned case and turn in all court and monthly monitoring reports on time.
9. Complete evaluations, time studies, etc. which may be requested in order to monitor the entire CASA program.
10. Have access to transportation and the ability to travel 45 to 75 minutes to visit the CASA child(ren) in his/her/their placement.

III. PHYSICAL REQUIREMENTS:

1. Possess the visual and auditory ability to observe surroundings and the CASA child(ren).
2. While performing the duties of the job, the volunteer is required to stand, walk, sit, navigate stairs, use hands, reach with hands and arms, talk, and hear.

I have read the CASA job description and can comply with the requirements listed above.

Signature

Date