

Presbyterian-New England Congregational Church  
Child/Youth Volunteer and Staff Application

It is the goal of this church to create a safe and secure environment for all children and workers who are involved in church activities. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children and youth program. This information will be used for the sole purpose of helping the church provide a safe and secure environment for children and workers.

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

Date of birth: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Have you ever used name(s) other than the one above? If yes, please list:

\_\_\_\_\_

Current street address:

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Years at this address:

\_\_\_\_\_

Previous address:

\_\_\_\_\_

Current phone number (home): \_\_\_\_\_ (Work):

\_\_\_\_\_

Cellphone (optional): \_\_\_\_\_

Email address: \_\_\_\_\_

**Please respond to all questions below that apply to the position for which you are interested in volunteering for.**

Position volunteering for (check all that apply):

Sunday School: \_\_\_\_\_ Youth Group: \_\_\_\_\_ Special Event/Trip: \_\_\_\_\_ Staff: \_\_\_\_\_

Which age group/classroom are you interested in working with?

\_\_\_\_\_

When are you available to work?

\_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ Commercial  
license? \_\_\_\_\_

License number: \_\_\_\_\_ State issued:

\_\_\_\_\_

Current employer: \_\_\_\_\_ Length of  
employment: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_ Phone  
number: \_\_\_\_\_

**Previous employers (within the last five years)**

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Employer: \_\_\_\_\_ Dates  
employed: \_\_\_\_\_

Is there any reason you should NOT work with or around children or youth?

\_\_\_\_\_

Have you ever been the subject of a child abuse investigation?

\_\_\_\_\_

If yes, please provide details:

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Have you ever been convicted of or pleaded guilty to a criminal offense?

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If yes, please provide

details: \_\_\_\_\_

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**Please list your education background:**

	Name	Graduate?	Year	Degree/Course of
Study				
High School:	_____	_____	_____	
	_____			
College:	_____	_____	_____	
	_____			
Other:	_____	_____	_____	
	_____			

**Please provide the following church information:**

Are you a member? \_\_\_\_\_ Year joined: \_\_\_\_\_

Other current church or house of worship affiliation, if any, if you aren't a member of PNECC:

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If you're not a member, have you been attending church for at least 6 months?

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List other churches or houses of worship with which you have been affiliated:

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Have you ever worked with youth or children?

List where:

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Are your own children currently participating in PNECC programming? If so, which programs?

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Please list two references (must be unrelated to you)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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Email address: \_\_\_\_\_ Years known  
each other: \_\_\_\_

Name: \_\_\_\_\_ Phone:  
\_\_\_\_\_

Email address: \_\_\_\_\_ Years known  
each other: \_\_\_\_

I hereby give permission to make a thorough investigation of my past employment, education, and background, and release from liability all persons, companies, or corporations supplying such information. I also release the church from any liability that might result from making such an investigation. I understand that any false statements or implications made by me on this application or other required documentation shall be considered sufficient cause for denial of employment or discharge.

Signature: \_\_\_\_\_

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

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Information for the Applicant (keep this page)

What happens next:

- 1) Return this form to Rev. Reilly. You can do this by mail: PNECC  
Attn.: Rev. Reilly  
PO Box 582  
Saratoga Springs, NY

12866

You can also hand this form directly to Rev. Reilly.

- 2) Your information will be entered into the screening program, ProtectMyMinistry. A background check will be run on you. This paper form will be kept in a locked cabinet for your privacy.
- 3) You will receive, via email, a training video on spotting and prevent child abuse. You can complete this training on your personal computer, at your convenience. Once it is completed, Rev. Reilly will be notified automatically.
- 4) Rev. Reilly will call your references.
- 5) Once you have passed the background check and completed the training video, you are cleared for volunteer work with children and youth. You do not need to be screened again should you volunteer in different programs at PNECC.

- 6) You will attend a training once a year for all children and youth volunteers and staff on PNECC Safe Church Policies, Reporting, and Procedures, led by Rev. Reilly
- 7) Every three years, should you still be interested in volunteering, you will be re-screened in order to keep our records current. If you cease to volunteer, become inactive, move away, etc., your records will be destroyed in a timely manner.

Notice: Strict confidentiality will be kept with regards to the information on this paper and the results of any background check. Should information emerge that disqualifies any applicant from volunteering, Rev. Reilly reserves the discretion to consult with the Senior Pastor and/or the Personnel Committee on what, if any, next steps should be taken.

All questions should come to Rev. Reilly: [reilly@pneccchurch.org](mailto:reilly@pneccchurch.org)

518-584-6091

Thank you for volunteering with our children and youth programming.

Thank you for participating in the safety of our church family.