

Application submitted by: \_\_\_\_\_  
(name and location of ministry leader) (date)



# National Community Church

## CHILDREN'S MINISTRY APPLICATION

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. This form is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

**This application cannot be processed if any field is left blank.** You may write "n/a" when necessary.

### PERSONAL

Name:

\_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

How long have you been at this address? \_\_\_\_\_

*If less than six months, please give two previous addresses and the number of years of your residence there.*

Previous Address: \_\_\_\_\_  
Street City State Zip

Years: \_\_\_\_\_

Previous Address: \_\_\_\_\_  
Street City State Zip

Years: \_\_\_\_\_

☐ Male

☐ Female

Birthdate: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone : (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Cell / Work Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email Address: \_\_\_\_\_

### Volunteering for (please check one):

☐ Nursery

☐ Children's Ministry

☐ Childcare/Babysitting

### at this location:

☐ Barracks Row 5pm

☐ Barracks Row 9am

☐ Barracks Row 11am

☐ Ballston

☐ Potomac Yard

☐ Kingstowne

☐ Georgetown

☐ GALA

### Which class do you prefer?

☐ Lil' Crosswalk Kids (Nursery)

☐ Crosswalk Kids Tots/Jr's (2-3yrs & 4-5yrs)

☐ Crosswalk Kids (1-5<sup>th</sup> grade)

On what date would you be available to start: \_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a crime? ☐ Yes ☐ No

If yes, please explain. Attach a separate sheet if necessary. \_\_\_\_\_  
\_\_\_\_\_

Were you a victim of abuse or molestation while a minor? ☐ Yes ☐ No

If yes, please explain. Attach a separate sheet if necessary. \_\_\_\_\_

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If you prefer, you may refuse to answer these questions and to discuss your answer in confidence with a member of the staff, by making a note in the space below. Answering yes or leaving these questions unanswered on this form will not automatically disqualify an applicant for children's ministry.

We conduct a police background check on all applicants. Do you have any objections?

☐ Yes ☐ No

If yes, please explain. Attach a separate sheet if necessary. \_\_\_\_\_  
\_\_\_\_\_

Do you have a personal relationship with Jesus Christ? \_\_\_\_\_ Briefly describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any leadership/volunteer experience that you have had with children. \_\_\_\_\_  
\_\_\_\_\_

List any training or education that has prepared you to work with children. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any other NCC ministries in which you are involved. \_\_\_\_\_  
\_\_\_\_\_

## PERSONAL REFERENCES

Personal references must be **18 years or older** and **cannot be related to you**. Please include references **you have known for a year or more**. This application CANNOT be processed without valid, readable e-mail addresses. This application will not be approved until we make contact with at least two references.

*\*\*If you are not a regular attendee at National Community Church, one of your references should be a regular NCC attendee.*

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Comments (staff use): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Comments (staff use): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Comments (staff use): \_\_\_\_\_

## APPLICANT'S STATEMENT

I hereby authorize National Community Church to verify all information contained in this application with any references, churches, or other organizations, and any individuals to disclose any and all information to

National Community Church regarding my character and fitness for children's ministry. I release all such personal or entities from liability that may result or arise from National Community Church's collection or all such evaluations or information or its consideration of my application. I waive any right I may have to inspect any information provided about me by any persons or organizations identified by me in this application.

Should my application be accepted, I agree to follow the policies of National Community Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church. I understand that the personal information will be held confidential by National Community Church.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENETS THEREOF AND SIGN THIS RELEASE OF MY OWN FREE ACT. This is a legally binding agreement which I have read and understand.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **BACKGROUND VERIFICATION DISCLOSURE**

This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

**National Community Church is strongly opposed to any sexual misconduct or abuse of minors and will hold violators responsible to the fullest extent of the law**

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ChoicePoint during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person - You will need to furnish proper identification prior to receiving your file.
2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.
3. By telephone, if you have previously made a written request and provided proper identification.

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**Employer please note:** If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report.

It is the intention of National Community Church to prevent engaging the services of individuals who have a history of sexual abuse, molestation, or misconduct. To this effect, all efforts will be made to discover such histories. Signed completion of this application gives this agency permission to conduct background checks. The applicant is hereby notified such background checks will be vigorously made.

### AUTHORIZATION

During the application process and at any time during the tenure of my service with National Community Church I hereby authorize VolunteerSelect, on behalf of National Community Church to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied.

\_\_\_\_\_  
Applicant/Employee Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security Number

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

**MN & Oklahoma Residents please note:** In connection with your application for employment, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

☐ YES, I am a Minnesota resident and would like a free copy of my consumer report.

☐ YES, I am an Oklahoma resident and would like a free copy of my consumer report.

**CA Residents please note:** Under CA law, you have a right to receive a free copy of your report by checking the appropriate box below.

☐ YES, I am a California resident and would like a free copy of my investigative consumer report.

Printed Name \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

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## NCC CHILDCARE POLICY

*To be read and signed by any individual offering childcare at National Community Church.*

**Protecting our children is our utmost priority. We take measures as a church and within each ministry to protect the children. It is essential that all policies be observed absolutely. Please read the following policies then sign and turn this form into your Coordinator or Campus Pastor.**

### **Application, References, and Background Check**

Any individual working with children on behalf of NCC must submit an application with references. Their references will be checked and a background check will be conducted. There are no exceptions to this policy.

### **Two-Adult Policy**

NCC adheres to the two-adult rule with regard to childcare. No minor in our care is ever allowed to be alone with an adult. This rule reduces the risk of harm and also reduces the risk of misunderstandings or false accusations.

### **Potty Policy**

For security reasons, our volunteers do not take children to the restroom under any circumstance. If it is an emergency, we pull the parent out of the service or meeting to take the child to the restroom.

### **Ratios**

NCC adheres to the following ratio requirements. This policy was set according to DC and Virginia state guidelines. Multi-age grouping is permissible in which case the ratio for the youngest child in the group applies.

Infants (birth to 15 months)	1:4
Toddlers (16-23 months)	1:5
Two to Four Year Olds	1:8
Five to Nine Year Olds	1:15
Ten Years and Above	1:10

### **Dismissal**

We only release minors from church activities to the parent/legal guardian who dropped them off. Children are not to leave the area until the parent has checked them out.

### **Emergency Evacuation**

In case of an emergency at your location, evacuate children and go to designated meeting spot chosen by your Coordinator.

### **Reporting**

If you hear a child mention anything that causes concern, notify your leader or a pastor that same day.

### **Definition of Abuse**

Child abuse is defined by both Federal and State law. According to the Child Abuse Prevention and Treatment Act (CAPTA), the term sexual abuse includes:

The employment, use, persuasion, inducement, enticement, or coercion of any child to engage in, or assist any other person to engage in, any sexually explicit conduct or simulation of such conduct for the purpose of producing a visual depiction of such conduct; or:

The rape, and in cases of caretaker or interfamilial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of children, or incest with children.

**National Community Church is strongly opposed to any sexual misconduct or abuse of minors and will hold violators responsible to the fullest extent of the law**

I, \_\_\_\_\_ have read all the requirements/regulations for working with children at NCC and prayerfully agree to follow all of the above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date