



Application for Children's Ministry Worker

GENERAL INFORMATION (Please print clearly)

Name _____ Date of Birth _____

Address _____ City _____ State _____ Zip _____

Home phone _____ Cell phone _____

E-mail address _____

Occupation _____ Full Time Part Time

Present employer _____ How long have you been at this position? _____

Marital status: Single Married (how long? _____) Widowed Divorced Remarried

Children's names and ages (if applicable) _____

REFERENCES – Please provide 3 ADULT references of people who have known you for at least ONE YEAR.

These people should be well acquainted with you, and have a knowledge of your character and your ability to work with children/students.

Reference #1 – Professional or volunteer work

Name _____ Relationship _____ Length of time known _____

E-mail _____ Phone _____

Reference #2 – Friend or family member

Name _____ Relationship _____ Length of time known _____

E-mail _____ Phone _____

Reference #3 – EFree church member (if attended EFree less than 1 year, please list a reference from previous church)

Name _____ Relationship _____ Length of time known _____

E-mail _____ Phone _____

MINISTRY RELATED INFORMATION AND EXPERIENCE

How long have you been attending the State College Evangelical Free Church? _____

Previous church (if at EFree less than one year) _____

How are you involved in or connected to the EFree church family? _____

Why do you want to serve in children's ministries? _____

Please list any previous ministry experience you have working with children. (Please indicate the age level with which you worked and when/where you served) _____

SPIRITUAL JOURNEY

Are you a Christian? _____ If so, how long have you been a Christian? (an approximate length is fine) _____

How did you come to know Jesus Christ as your Lord and Savior? _____

What do you do to deepen your relationship with Christ on a daily and/or weekly basis? _____

How would you explain the Gospel to a ten-year old? _____

MINISTRY INTERESTS

What area(s) of Children’s Ministry interests you? (check all that apply)

- Nursery (birth – 3 years old)
- Preschool/Kindergarten → Are you interested in being a teacher or a helper in this class?
- Elementary → Are you interested in being a teacher or a helper in this class?

When would you prefer to volunteer?

- Sunday School/ABF hour (8:45 – 10:15am)
- During the church service (10:15 – noon)

How often would you like to volunteer?

- Once a month
- One month at a time
- Substitute

Do you have any special skills that could be used in Children’s Ministry? (i.e. enjoy leading children’s music, passionate about curriculum, skilled at drama/acting, etc.) _____

BACKGROUND INFORMATION

We as a church desire to protect our children and youth. Therefore, we need to ensure that all volunteers in children's ministry programs are fit to interact with the children they are serving. The following questions are not designed to offend or to pass judgment, but rather to create an environment where a person's past will not hinder the children's ministry at EFree in carrying out their mission. Your answers to the following questions are considered confidential. This information is kept securely at the church and destroyed when a person is no longer volunteering in children's ministries.

In addition to answering the following questions, we ask that you complete the two attached forms so that the church can perform criminal background checks on all potential volunteers. FBI fingerprinting also needs to be completed by all new volunteers. Please see the attached information for how to proceed with this process.

- Yes _____ No _____ Have you ever been arrested?
- Yes _____ No _____ Have you ever gone through treatment for alcohol or drug abuse?
- Yes _____ No _____ Have you ever been accused or convicted of a crime against a child?
- Yes _____ No _____ Have you ever been a victim of child abuse?
- Yes _____ No _____ Do you have any health issues that might affect your work with children such as physical limitations, disabilities, illnesses, etc?
- Yes _____ No _____ Have you ever been treated for a psychological disorder?
- Yes _____ No _____ Have you ever voluntarily left or been asked to leave a role within an organization due to a concern regarding inappropriate conduct with minors?
- Yes _____ No _____ Are there currently any circumstances or patterns in your life that would hinder you from honoring Christ or serving as a positive Christian role model while working with children in this ministry?

If you answered yes to any of the above questions, please explain. _____

APPLICANT'S STATEMENT

The information in this application is correct and complete to the best of my knowledge.

Should I be approved to work with the children at EFree I agree to uphold the mission of the children's ministry programs and faithfully serve Christ by serving the children in these programs and their families.

Signature _____ Date _____

Children's Ministry volunteers – You will need to complete the 3 background/Clearance checks listed below: The Church will reimburse you for the fee, just turn in a receipt and let them know you want to be reimbursed for the clearances. Thanks, Cindy

How to Obtain Pennsylvania Child Abuse, Criminal, and FBI Clearances

1.) PA Criminal History Report

The PA Criminal History can be obtained over the internet at:

<https://epatch.state.pa.us/Home.jsp> the cost is \$10 and payable by **credit card**.

Another option is to complete a hardcopy form and submit with a **money order** or **certified check** for the amount of \$10.00. Information and a downloadable form is available at:
<http://www.psp.state.pa.us/psp/cwp/view.asp?A=4&Q=48275>

2.) PA Child Abuse

Information on the PA Child Abuse Clearance can be found at

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

You must fill out an application for a child abuse clearance which can be downloaded from the above link. The cost is \$10 and must be submitted by money order.

3.) Federal [FBI] Criminal History Report

Information on the FBI Clearance can be found at:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm> Click on www.pa.cogentid.com/dpw You will be directed to an external Link Disclaimer. Click 'continue.' You will be directed to *Cogent Systems*. Click on one of the logos for PA Department of Education, PA Department of Public Welfare, or PA Department of Banking. Unless you are obtaining the FBI Clearance for a specific agency, school, or company and have been given specific directions, choose PA Department of Public Welfare [the cost is \$36 versus \$40 if via PA Department of Education] and you will be directed to the Applicant Processing Service page which provides information, locations to obtain fingerprinting, and registration

The applicant must register prior to going to the fingerprint site. Walk in service without prior registration will not be provided at any fingerprinting location. Applicants may register and make their payment online at www.pa.cogentid.com using a credit card or debit card. Money orders or cashiers checks payable to Cogent Systems will be accepted on site for those applicants who do not have the means to pay electronically. No cash transactions or personal checks are allowed. Telephonic registration is available at 1-888-439-2486 Monday through Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, SSN, etc.) there is no data entry required at the fingerprint collection site.