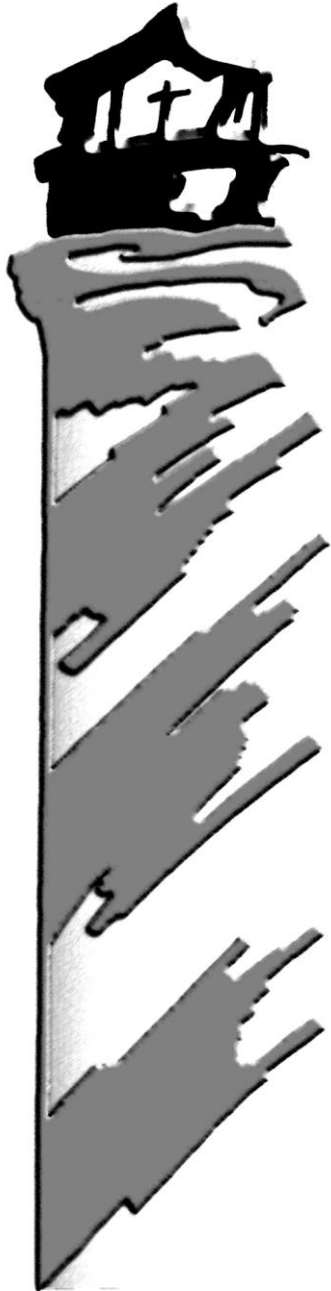


# POTENTIAL WORKER'S PROFILE

*for those who work with*

*Preschoolers, Children, & Youth*



**Anastasia Baptist Church  
St. Augustine, Florida**

**“A Spiritual Lighthouse to the  
Community”**

## **Policy for Providing a Safe Environment for Preschoolers, Children and Youth**

Anastasia Baptist Church wishes to provide a safe environment for the preschoolers, children and youth who attend activities at the church or who attend events sponsored by the church. The church also wishes to effect responsible hiring practices and to ensure adequate legal safeguards regarding all paid employees, staff, clergy and volunteer church workers. In order to provide this environment, the church is implementing the following policies:

### **Responsible Screening of Employees**

1. All paid church employees, including clergy, will undergo a thorough screening process as a part of the job application procedure.
2. A documented reference check on all paid employees working with preschool, children or youth will be completed prior to employment.
3. A pre-employment criminal history investigation will be made for all persons being considered for full-time or permanent part-time paid employment. A pastor and/or the Personnel Committee will review and evaluate any information obtained from the inquiry into the applicant's criminal history. All information obtained in such an investigation, including any review/evaluation notes, will become a part of the applicant's permanent personnel file.

### **Responsible Screening of Volunteers**

4. A Regular Volunteer is a person who works with preschoolers, children or youth on a regularly recurring schedule. An Occasional Volunteer is a person who works with preschoolers, children or youth on an infrequent basis.
5. All volunteer workers for any and all positions involving work with preschool, children or youth will be screened
6. All adult volunteers working with preschoolers, children or youth are required to be members of Anastasia Baptist Church for a minimum of six months.
7. Adults who have been convicted of either child sexual or physical abuse may **NOT** volunteer service in any church sponsored activity or program involving preschoolers, children or youth.
8. Adult survivors of childhood sexual or physical abuse need the love and acceptance of this church family. Individuals who have such a history should discuss their desire to work with preschoolers, children or youth with one of the pastoral staff prior to engaging in any volunteer service.

### **Providing a Safe Environment**

9. All volunteers must observe the "two adult" rule. This rule requires that adults are never alone with preschoolers, children or youth without another adult partner present.
10. All church staff and regular volunteers who work with preschool, children or youth will complete the training that is recommended and offered in regard to the nature of child abuse; and, in regard to carrying out our policies to prevent sexual abuse.
11. Pertinent state law information concerning child abuse reporting obligations will be posted in the church office.
12. Reporting procedures and response strategy regarding any suspected incident of child and/or sexual abuse are to be developed and periodically updated jointly by the church staff, the Director of the Childcare Center, the Nursery Director/Coordinator, and the Personnel Committee.
13. The Church Administrator will do an annual needs/risk management assessment and update as to adequate liability insurance coverage.

### **Providing A Proper Response**

14. All volunteers must immediately report any behaviors, which seem abusive or inappropriate to their supervisor.
15. Response to any and all media inquiries, if an incident occurs, shall be the responsibility of the senior Pastor only.
16. Anastasia Baptist Church takes our policies to prevent molestation and/or sexual abuse seriously and intends to see that the policies are enforced.

# Potential Worker's Profile Volunteers with Preschoolers, Children or Youth

-----Confidential-----

This application 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.

## BIOGRAPHICAL DATA

Last Name		First:	Middle:	
Date of Birth: (MO/Day/Year)	Place of Birth City:		County:	State:
Current Street Address: Apt. No.			Telephone: (       )	
City:	County:	State:	Zip Code:	
List previous addresses within the past five years (attach a separate sheet if necessary).				

List all previous church work involving preschool, children or youth (list each church's name and address, type of work performed, and dates).

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List all previous non-church work involving preschool, children or youth (list each organization's name and address, type of work performed, and dates).

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Why do you feel called to work with preschoolers, children or youth?

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What do you understand it takes for a person to go to heaven?

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Yes    No   Have you ever been convicted of or pleaded guilty to a crime? If yes, please explain, attach a separate sheet if necessary.

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Yes    No   Were you a victim of abuse or molestation while a minor? *If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with the minister rather than answering it on this form. Answering yes, or leaving the question unanswered, will not automatically disqualify an applicant for children or youth work*

## CHURCH LIFE

Name of church of which you are a member:			
Location:			
Denomination			
<b>List other churches you have attended regularly during the past 5 years</b>			
Church name:		Phone:	
Street:	City:	State:	Zip Code:
Church name:		Phone	
Street:	City:	State:	Zip Code:

## CHARACTER REFERENCES

Please list three personal references (not a relative or employer)

Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:
Email:	
Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:
Email:	
Name:	Relationship to You:
Address:	Home Phone:
City, State, Zip Code:	Daytime Phone:
Email:	

I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for work with preschoolers, children or youth. In consideration of the receipt and evaluation of this application by Anastasia Baptist Church, I hereby release any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of compliance or any attempts to comply, with this authorization.

Should my application be accepted I agree to be bound by the policies, and moral and spiritual teachings of Anastasia Baptist Church, and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

# AUTHORITY FOR RELEASE OF INFORMATION

Anastasia Baptist Church, St. Augustine, Florida

**This application is to be used with VOLUNTEERS working with preschoolers, children or youth.** The information requested below is necessary to completely verify the information contained in your application for volunteer work or in the interview process. This information is not a part of the application for volunteer work and will be used for the sole purpose of verification of information and or statements made by you. PLEASE complete all requested information.

Name			Date:
Street Address:		Apt.#	Social Security Number:
City:	State:	Zip:	Driver's License# & State:
Place of Birth (City, County, State):			Date of Birth (Mo/Day/Yr)

It is possible that Anastasia Baptist Church may determine your acceptance for volunteer work by using data from a report supplied by **ChoicePoint** Employee Screening Services, Inc. 8151 N. Central Expressway, Suite 500, Dallas, Texas 75206. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

## APPLICANT CONSENT

This release, when presented by a representative of the Anastasia Baptist Church (including ChoicePoint Employee Screening Service, Inc.), will constitute my consent and authority to examine and obtain copies and abstracts of records and to receive statements and information regarding my background. I understand that this verification may include an inquiry into my criminal records as well as other public record information. I authorize the release of such data as may be necessary to verify the information I have provided. I release and hold harmless from all liability any individual or entity requesting or supplying information with respect to my application for volunteer work.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**Information regarding disclosure of your Social Security Number under 6552a.5 U.S.C., if applicable.** Disclosure by you of your Social Security Number (SSN) is mandatory to obtain the services, benefits, processes that you are seeking. The SSN is used as an identifier throughout your career from the time of application through retirement. It will be used primarily to identify your records that you file. The SSN also will be used in connection with lawful requests for information about you from your former employers, educational institutions and other organizations. The information gathered through the use of the number will be used only as necessary in personnel administration process carried out in accordance with established regulations and published notices of systems of records. The use of the SSN is made necessary because of the large number of employees and applicants who have identical names and birth dates and whose identities can only be distinguished by the SSN.