

# CASA of the 8<sup>th</sup> Judicial District Staff Application

## Applicant Information

|   |  |                                      |  |          |
|---|--|--------------------------------------|--|----------|
| Name                                    |  |                                      |  |          |
| Street Address                          |  |                                      |  |          |
| Mailing Address                         |  |                                      |  |          |
| City                                    |  | State                                |  | Zip Code |
| County                                  |  |                                      |  |          |
| Home Phone                              |  |                                      |  |          |
| Cell Phone                              |  |                                      |  |          |
| Business Phone                          |  |                                      |  |          |
| May you be called at work?              |  |                                      |  |          |
| E-Mail Address                          |  |                                      |  |          |
| Social Security Number                  |  |                                      |  |          |
| Date of Birth                           |  |                                      |  |          |
| Gender                                  |  |                                      |  |          |
| Race                                    |  | Ethnicity (Hispanic or non-Hispanic) |  |          |
| Do you have access to a vehicle?        |  | License Tag #                        |  |          |
| Insurance Policy #                      |  | Vehicle Insurance Company            |  |          |
| Are you a citizen of the United States? |  | An Alien Resident?                   |  |          |

## Work/Volunteer History

|                                       |  |
|---------------------------------------|--|
| Present Employer/Volunteer Supervisor |  |
| Address                               |  |
| Phone                                 |  |
| Job Description                       |  |
| Dates of Employment                   |  |

|  |  |
|--|--|
| Previous Employer/Volunteer Supervisor |  |
| Address                                |  |
| Phone                                  |  |
| Job Description                        |  |
| Dates of Employment                    |  |

|  |  |
|--|--|
| Previous Employer/Volunteer Supervisor |  |
| Address                                |  |
| Phone                                  |  |
| Job Description                        |  |

|                     |  |
|---------------------|--|
| Dates of Employment |  |
|---------------------|--|

### **Education/Training**

|  |  |
|--|--|
| Highest level of education completed?          |  |
| Other educational/training programs completed? |  |

Do you have work experience and/or training in any of the following areas?

|                   |  |                   |  |                       |  |
|-------------------|--|-------------------|--|-----------------------|--|
| Art/Graphics      |  | Health Care       |  | Criminology           |  |
| Child Care        |  | Law Enforcement   |  | Drug/Alcohol Abuse    |  |
| Child Development |  | Mental Health     |  | Education             |  |
| Counseling        |  | News/Media        |  | Writing               |  |
| Psychology        |  | Public Speaking   |  | Social Work           |  |
| Juvenile Court    |  | Foreign Languages |  | Working with Children |  |

If yes to any of the above, please describe:

### **Legal History**

**Note:** It is important that you be thorough and honest in giving of these answers. Answers which are found to be untrue may disqualify you as a potential volunteer.

|   |           |
|---|-----------|
| Have you ever been arrested and/or charged of a crime?                        | Yes or No |
| Have you ever been convicted of a crime?                                      | Yes or No |
| Have you ever been placed on a diversion?                                     | Yes or No |
| Have you ever had a conviction, adult or juvenile, expunged from your record? | Yes or No |
| Have you ever been involved in a juvenile case as an adult or a child?        | Yes or No |
| Have you ever been the subject of a child abuse/neglect investigation?        | Yes or No |
| Do you have any experience with child abuse/neglect?                          | Yes or No |

If you answered YES to any questions, please explain:

### Emergency Contact

|                |  |       |  |          |  |
|----------------|--|-------|--|----------|--|
| Name           |  |       |  |          |  |
| Street Address |  |       |  |          |  |
| City           |  | State |  | Zip Code |  |
| Home Phone     |  |       |  |          |  |
| Work Phone     |  |       |  |          |  |
| E-Mail Address |  |       |  |          |  |

### Personal References

Please print names, addresses, and phone numbers of people who have known you for at least two (2) years, who know you well, can address how you relate to children and others, and how well you could fulfill the responsibilities of a CASA. The CASA program staff will contact the references you list. PLEASE DO NOT INCLUDE RELATIVES.

|                        |  |       |  |          |  |
|------------------------|--|-------|--|----------|--|
| Name                   |  |       |  |          |  |
| Relationship           |  |       |  |          |  |
| Length of Acquaintance |  |       |  |          |  |
| Daytime Phone          |  |       |  |          |  |
| Address                |  |       |  |          |  |
| City                   |  | State |  | Zip Code |  |
| E-Mail Address         |  |       |  |          |  |

|                        |  |       |  |          |  |
|------------------------|--|-------|--|----------|--|
| Name                   |  |       |  |          |  |
| Relationship           |  |       |  |          |  |
| Length of Acquaintance |  |       |  |          |  |
| Daytime Phone          |  |       |  |          |  |
| Address                |  |       |  |          |  |
| City                   |  | State |  | Zip Code |  |
| E-Mail Address         |  |       |  |          |  |

|                        |  |       |  |          |  |
|------------------------|--|-------|--|----------|--|
| Name                   |  |       |  |          |  |
| Relationship           |  |       |  |          |  |
| Length of Acquaintance |  |       |  |          |  |
| Daytime Phone          |  |       |  |          |  |
| Address                |  |       |  |          |  |
| City                   |  | State |  | Zip Code |  |
| E-Mail Address         |  |       |  |          |  |

## **Notice of Screening Procedures**

In order to protect children and provide the court with qualified volunteers, a fingerprint-based national criminal history record investigation will be conducted on every applicant, as well as screening through the Department of Children and Families (DCF) Child Abuse and Neglect Central Registry.

The Office of Judicial Administration will submit the applicant's fingerprints to Kansas Bureau of Investigation (KBI) for a Criminal History Record Inquiry. The KBI will provide a report on the applicant's criminal record investigation to the Office of Judicial Administration. Applicants found to have been convicted of, or charges pending for, a felony or misdemeanor involving sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program's credibility will not be approved for service. Applicants determined ineligible to serve as volunteers based on their criminal history background investigation will have the opportunity to verify their identity with the Kansas Bureau of Investigation. Applicants who do not provide fingerprints for criminal history background checks will not be approved to serve as a CASA.

The applicant's local CASA program will make inquiries to the Department of Children and Families (DCF) Child Abuse and Neglect Central Registry and registries of other states where the applicant has lived in the past five years. If it is found that DCF or a similar agency in another state lists the applicant as the perpetrator of an act of child abuse or neglect the CASA program will generally disallow certification.

All information will be held in strict confidence. Criteria used in the selection of a volunteer will be such as to ensure that the individual is able to meet the responsibilities of a CASA. NO INDIVIDUAL WILL BE REJECTED BECAUSE OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, GENDER, AGE, DISABILITY OR MARITAL STATUS.

I have read and agree to the above and certify that the information contained in the CASA Volunteer Application is correct and accurate to the best of my knowledge.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_