



Volunteer Application

406 San Pedro Avenue ♦ San Antonio, TX. 78212

Phone: (210) 225-7070 ♦ Fax (210) 225-7040

www.casa-satx.org

I am interested in classes during: ___ Day ___ Evening ___ Saturday
** (Please prioritize your preference using 1, 2, & 3) **

GENERAL INFORMATION

How did you hear about CASA? Office Marquee Internet School
 Banner: _____ TV/Radio: _____ Newspaper: _____
 Event: _____ Agency: _____ Family/Friend: _____

Referred By: _____ (On this line, if applicable, please name the advocate, board member, staff person or team that referred you to CASA)

Name: _____ Today's Date: _____

Are you known by other names? _____ Date of Birth: _____

Address: _____

City, State, Zip: _____ How long at this address? _____

If less than 5 yrs, your last address _____

Home Phone: _____ Mobile phone: _____

Email: _____

Emergency contact: Name: _____ Phone: _____

Education: HS Diploma/GED Some College College Degree Post Grad
 PhD/MD Other _____

Ethnicity: African American Anglo Asian/Pacific Islander Hispanic
 Native American Other: _____

Marital Status: Single Married Widowed Divorced Partner

Name of spouse/partner (if applicable): _____

Spouse/partner employer: _____ Bus. Phone: _____

Children's names: _____ Age: _____

_____ Age: _____

_____ Age: _____

_____ Age: _____



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EMPLOYMENT

Employment Status: FT PT Retired Student Homemaker
 Unemployed Self-employed

Employer: _____ Phone: _____

May we contact your employer as a reference? Yes No

EXPERIENCE, SKILLS & INTERESTS

Please list any past or current volunteer experience, hobbies, or interests which enhance your ability to advocate for children: _____

Please list any foreign languages and skills that you think that may help you advocate. _____

Have you had any personal experience involving the following:

1. Department of Family & Protective Services (Child Protective Services): Yes No

If yes, please describe where and in what capacity: _____

2. Juvenile court system: _____

3. Foster care: _____

4. Other agencies offering services to a child: _____

Please be aware that as a CASA volunteer your primary focus is to advocate for the needs of abused and neglected children in Bexar County, ranging from ages birth to 17. These children find themselves in foster homes and group homes after being removed from their family by Child Protective Services. Our volunteers collaborate with family members, caseworkers, lawyers, therapists and caregivers (foster parents, relatives, etc) to provide a recommendation to the judge as to where the children will have a safe and permanent home. As such, volunteers are expected to visit people involved with the child, attend court hearings, write (English) reports to the court and communicate with all involved in the child's life the legal process.

Volunteers with full time jobs will occasionally have to be flexible with their time as throughout their one year commitment will have to attend court hearings and "staffings" during business hours. Are you able to attend CPS staffing and court appearances between 8:30am & 6:00 pm? _____

Tasks may involve carrying children, walking up stairs, getting to the courthouse, using computers, etc. Based on this description is there anything that could limit you from performing these required duties? _____



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Name any concerns you might have when visiting with a family in their home or with a child in a foster home? _____

How do you feel about working with a child and family from a different income bracket or culture? _____

How do you feel about working with a family whose values differ from your own? _____

Describe your communication skills: _____

What skills do you believe you will need to develop in order to succeed as a CASA volunteer? _____

Sometimes the “system” or the “bureaucracy” of the courts can be frustrating. It can move slowly, is not always scheduled at your convenience, and communication and collaboration can be frustrating. How would you handle this?

Do you feel you fully realize the importance of the commitment you are making, not only to a young child, but in agreeing to stay with the program for at least one year?

What do you feel are the strengths and challenges that you will bring to this program? (For example, background in counseling, legal, bilingual, etc.; challenges such as health, family obligations, limitations on hours available).

Strengths: _____

Challenges: _____

TRANSPORTATION REQUIREMENTS

All CASA volunteers must have a valid driver’s license and current automobile liability insurance. Volunteers must provide the CASA office with a copy of the most up-to-date liability insurance and a current driver’s license in order to process your application.

- Do you have a valid Texas driver’s license? Yes No
- Do you have valid auto insurance? Yes No
- Do you have access to a car? Yes No

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REFERENCES

Please list 3 personal references:

- Only one reference can be from a relative.
- At least one reference must be from someone other than a friend or co-worker (i.e., minister, rabbi, teacher, employer, etc).
- Please provide complete mailing addresses and or email address where a reference questionnaire can be sent.
- Personal letters are not accepted.
- Volunteers must have 3 references submitted prior to completing pre-service training in order to take a case.

Name: _____

Address: _____

Company: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Relationship: _____

Name: _____

Address: _____

Company: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Relationship: _____

Name: _____

Address: _____

Company: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____ Relationship: _____



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Volunteer Acknowledgement Form

I hereby certify that the above information is correct and accurate to the best of my knowledge, and I authorize inquiries concerning my suitability as a CASA volunteer. I understand that all the information will be held in strict confidence and used only for the purpose of determining my suitability as a volunteer.

I understand that qualities of a successful CASA volunteer include interpersonal skills, compassion, punctuality, and reliability. I further understand that if concerns arise CASA reserves the right to reject *an applicant at any time*, including during the training process or after certification.

I understand that all information provided to and obtained by CASA will be held in the strictest of confidence. CASA may, however, disclose to other agencies and organizations, which utilize volunteers, the fact that I applied for and/or served with CASA as a volunteer. Furthermore, all information obtained by CASA will be deemed to be the sole property of the Agency, and shall not be available to me or anyone outside the Agency. I understand and agree that I am not obligated if called upon to perform services of a CASA volunteer and that CASA is not obligated to assign or actively seek to assign a child to me.

As a CASA volunteer I will be willing to: (Please write yes or no)

- _____ Commit a minimum of a year to being a CASA volunteer
- _____ Participate in CASA's new volunteer training program
- _____ Participate in further training as offered to active volunteers in the program
- _____ Visit in person with the child(ren) to which I may be assigned at least once a month
- _____ Prepare written reports to the court with guidance and assistance from CASA
- _____ Participate and attend court hearings and meetings on a child's case
- _____ Record and turn in a monthly log of my activities on my case

The criteria used in the selection of volunteers are designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer. No individual will be rejected because of race, color, religious creed, national origin, gender, age, or disability.

CASA is guided in practice and policy by our organizational values, which include "embracing change, challenge and diversity."

Signature

Date

Print name



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CRIMINAL BACKGROUND CHECK POLICY

Due to the nature of the CASA volunteer's responsibilities and contacts, a criminal background check of all applicants will be conducted through the Texas Department of Public Safety. Your information will also be processed with the Texas Department of Family and Protective Services to check for any history with Child Protective Services. Additionally, a fingerprint-based FBI records check will be conducted for applicants who have lived outside the state during the past five years in order to enhance the safety of children served by CASA.

Criminal Background Check Policy

Potential and existing members of the Board of Directors, staff, and volunteer advocates are required to cooperate with a complete criminal record investigation through the Texas Department of Family and Protective Services and any agency or entity CASA may utilize to assist in the investigation. No person is considered qualified who has had prior convictions for child abuse or neglect, or related acts that would pose a risk to children or to the program's credibility. Candidates for Board of Director, Staff, or Volunteer will be eliminated for consideration based on, but not limited to, the following guiding principles:

- Zero tolerance for all registered sex offenders, all convictions of crimes against children and all convictions of violent acts. Please note that the zero tolerance policy also applies to family members. If you have a family member who has been convicted of a sexual offense you would not be eligible to volunteer with CASA.
- Persons with pending charges for child abuse and neglect, sexual assault, and violent acts offenses will be considered only after resolution of such charges.
- Because driving is required daily from staff members & volunteers, CASA will not consider applicants who have had felony convictions involving a motor vehicle in the last 10 years.
- Any other offense that could hurt the credibility of the CASA organization will be considered on a case by case basis.

Have you ever been arrested/charged and/or convicted of a misdemeanor? Yes No

Have you ever been arrested/charged and/or convicted of a felony? Yes No

Have you ever been or currently on probation? Yes No

Have you ever had any DWI/DUI arrests, charges or convictions? Yes No

Have you ever had your driver's license revoked or suspended? Yes No

Have you ever been arrested/charged or convicted of any sexual misconduct (including pornography)? Yes No

Has anyone in your family ever been arrested/charged or convicted of any sexual misconduct (including pornography)? Yes No

If yes, please list relationship and whether or not you still have contact with that family member: _____

Policy Acknowledgement

I hereby acknowledge that I have been informed that CASA conducts background investigations to obtain information on criminal history and Child Protective Services involvement. I understand that any information obtained will be used to aid in determining my qualifications for services as a Volunteer for CASA. Volunteers accepted into training will be asked to sign a criminal background check policy and release of information. I understand that by refusing to sign a release of information for or submitting to fingerprinting for any of the background checks CASA will reject my volunteer application.

Please sign and date if you have read and understood the criminal background check policy.

Name

Date



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AUTHORIZATION/CONSENT

During the application process and at any time during the tenure of my service with CASA, I hereby authorize CASA to utilize any agency or entity they desire to assist in the investigation to procure a consumer report which I understand this 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. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification, to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics. These records may be requested on an annual basis.

Volunteer Applicant Signature
(as it appear on your Social Security card)

Date

Social Security Number *

Date of Birth *

Driver's License Number*

* For identification purposes only

Printed Name _____

Street Address _____

City, State, Zip _____

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 volunteer service.

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