

ERCF VOLUNTEER APPLICATION FORM
For those who volunteer at the Elora Road Christian School
-- this application is for volunteers 16 years and older --

(Information received is strictly confidential.)

Elora Road Christian Fellowship
5696 Wellington Road 7, RR #5, Guelph, Ontario N1H 6J2
Phone: (519) 821-0424 Fax: (519) 821-3518 E-mail: church@ercf.ca

Thank you for taking the time to complete this extensive form! In our desire to reduce the risk of abuse within our school, we believe this information is necessary to protect our children and to protect our volunteers. Questions about its collection should be directed to ERCF Privacy Officer at above address. Our Privacy Policy is available at www.ercf.ca or upon request.

Personal Information

Full Name _____ Male Female
Phone Number (Res.) _____ (Cell) _____
Address _____ Postal Code _____
E-mail Address _____
Date of Birth _____
Occupation and/or Employer _____
Hobbies, Interests or Skills _____

Volunteer Information

Do you have children currently enrolled at the Elora Road Christian School? Yes No

If not, how would you describe your connection with the Elora Road Christian School?

- Grand-parent of an ERCS student (please provide name) _____
- Parent of former ERCS student (please provide name) _____
- Alumni of ERCS
- Other (please explain) _____

Please list any abilities/experiences you have that would particularly equip you for working with children. _____

In what ways might you anticipate being involved at ERCS? (check all potential ways)

- Driving students to class field trips
- Assisting a teacher in the classroom
- Helping on special days (ie Hot Dog Days, Thanksgiving Lunch)
- Coaching sports teams
- Supervising on overnight field trips (grad trip, outdoor education trips)
- Other (explain) _____

Do you hold a current First Aid Certificate? _____

Spiritual History

Do you attend a church? Yes No

If yes, please provide the name of the church: _____

Church Address: _____

Church Phone Number: _____ # of years attending? _____

Are you currently involved in children or youth ministry at your church? Yes No

Have you satisfactorily completed a Children and/or Youth Volunteer Screening Process through your church? Yes No

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. If possible, include a reference from the leadership of the church you attend. If you are 16 or 17 years of age, you may use the name of a parent and/or teacher.

1. Name of Reference _____

Relationship to you _____

Address _____ Phone _____

2. Name of Reference _____

Relationship to you _____

Address _____ Phone _____

3. Name of Reference _____

Relationship to you _____

Address _____ Phone _____

Confidential Information

In order to provide a safe and secure environment for our students, we believe it is necessary to include the following questions as part of our application process. All information will be kept strictly confidential by the Plan to Protect Team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. A meeting will be arranged with the Principal so that you may discuss the circumstances. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that would call into question your ability to work with children or youth? (e.g.pornography, use of illegal substances, etc.)	Yes	No
2. Have you ever been convicted for the use or sale of illegal drugs?	Yes	No
3. Have you ever been treated for alcohol or substance abuse?	Yes	No
4. Have you ever been convicted of a criminal offense (excluding minor traffic violations)?	Yes	No
5. Have you ever been arrested or convicted for any abuse related crimes?	Yes	No
6. Have you ever been the subject of a civil lawsuit involving sexual misconduct, sexual harassment or other immoral behaviour or conduct involving children, youth or adults?	Yes	No
7. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children or youth?	Yes	No
8. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization?	Yes	No
9. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer?	Yes	No

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

In addition to the above questions, do you have any physical or psychological conditions that might affect your work with children and youth? This includes but is not limited to the following:

- You have a physical disability that we would need to make arrangements for.
- You are in treatment for mental illness.
- You have a communicable disease.
- You have been the victim of sexual abuse.

Please comment here if any of the above apply to you or if you have any other concerns.

Thank you.

Release of Information and Declaration of Intent

I hereby give Elora Road Christian Fellowship permission to contact persons named as references to ascertain my suitability for volunteering at the Elora Road Christian School. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I also consent to perform a personal criminal record check for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in extreme confidence. (This paragraph only applies to those 18 years and older.)

I have read the Personal Lifestyle Standard and understand that if my character or morals should be inappropriate and/or criminal at any time during my volunteer service, Elora Road Christian Fellowship will be entitled to terminate my assistance without expressed cause or prior notice regardless of any other oral or written statement by Elora Road Christian Fellowship prior to, at, or following the date of volunteer service.

I understand that Elora Road Christian Fellowship is responsible for the welfare of any person or persons entrusted to my care, and thus I will cooperate fully with the staff in the fulfillment of my duties. I will keep all information I encounter, in my role as a volunteer, confidential. If, at any time I find that, for any reason, I am unable to support the policies and procedures of the Elora Road Christian Fellowship, I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies and procedures and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I agree to adhere to the protection guidelines as adopted by the Elora Road Christian Fellowship and will report any deviations from the policy that I become aware of.

I hereby acknowledge that the information contained in this application for volunteering at the Elora Road Christian School is correct to the best of my knowledge. I agree to update the information in this document if any pertinent information changes.

Signature of Applicant _____ **Date** _____

Signature of Witness _____ **Date** _____

(these signatures must be given at the time of the interview)

ELORA ROAD CHRISTIAN FELLOWSHIP

Personal Lifestyle Standard

The Elora Road Christian School volunteer's conduct should comply with ERCF's policies where stated, endorse the Christian commitment of the staff, and be a positive role model for all those we serve. Each volunteer teaches, not only by instruction, but also by example. Therefore, to ensure a proper Christian role model, volunteers should not smoke cigarettes, may not drink alcoholic beverages to excess, may not use illicit drugs, or be perceived as endorsing or condoning their use. Similarly, we hold life to be sacred and the traditional family model as endorsed by Jesus as the fundamental unit of society.

While not limiting examples in inappropriate behaviour deemed to be contrary to the teaching of Jesus and His followers as recorded in the New Testament, ERCF prohibits the following conduct by volunteers:

1. Extra-marital sexual activity or relationships (adultery),
2. Premarital sexual activity or relationship (fornications),
3. Reading or viewing of pornographic material,
4. Homosexual activity or relationships,
5. Theft, fraud, dishonesty,
6. Physical aggression or violent behaviour,
7. Abusive behaviour,
8. Sexual assault/harassment,
9. Lying, deceit or gossip.

This conduct is incompatible with Biblical Christian standard and values. Such conduct or behaviour is just cause for dismissal as a school volunteer, as it fails by example to confirm a personal commitment to the teachings of Jesus, and is incompatible with the goals and objectives of ERCF.

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I clearly understand ERCF's Lifestyle Standards, believe them to be consistent with Christian standards, and accept them as a term and condition of volunteering with the Elora Road Christian School.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ERCS VOLUNTEER APPLICATION FORM**  
**APPROVAL PROCESS** *(For Office Use Only)*

1. Interview Date \_\_\_\_\_ Interviewed by \_\_\_\_\_
2. Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
3. Signatures on pages 5 and 6 of application     Yes     No
4. Principal Interview Required     Yes     No  
 Interviewed by \_\_\_\_\_ Date \_\_\_\_\_
5. Principal's Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
6. References Checked (Date Completed) \_\_\_\_\_
7. Criminal Record Check (Date Completed) \_\_\_\_\_
8. Program Training (Date Completed) \_\_\_\_\_
9. Photograph for Badge (Date Taken) \_\_\_\_\_

**Record of Contact with References**

| Reference Contacted | Date of Contact | Person making the contact | Method of contact (phone, personal) | Summary of Comments |
|---------------------|-----------------|---------------------------|-------------------------------------|---------------------|
|                     |                 |                           |                                     |                     |
|                     |                 |                           |                                     |                     |
|                     |                 |                           |                                     |                     |