

# ERCF VOLUNTEER APPLICATION FORM

## For those who volunteer at the Elora Road Christian School

-- this application is for volunteers 16 years and older --

Elora Road Christian Fellowship Inc., 5696 Wellington Road 7, Guelph, Ontario N1H 6J2  
Phone: (519) 821-0424 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 church ministries, this information is necessary to protect our children and to protect our volunteers. Information received is strictly confidential. Questions about its collection should be directed to ERCF Privacy Officer at above address. Our Privacy Policy is available at [www.ercf.ca](http://www.ercf.ca) or upon request.

### Personal Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

Phone Number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Occupation and/or Employer \_\_\_\_\_

Hobbies, Interests or Skills \_\_\_\_\_

Do you have a current First Aid Certificate? Yes  No

### 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) \_\_\_\_\_

List any talents, training, education or other qualifications that have prepared you to work with children or youth.

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) \_\_\_\_\_

### Spiritual History

Do you attend a church? Yes  If yes, how many years have you been attending? \_\_\_\_\_ No

If yes, please provide the name of the church: \_\_\_\_\_

Church Address: \_\_\_\_\_

Church Phone Number: \_\_\_\_\_

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 you are under 18 years of age, you may use the name of a parent and/or teacher. If possible, include at least one reference from outside the church.

<i>Name of Reference</i>	<i>Relationship to You</i>	<i>How long has this person known you?</i>	<i>Phone Number</i>

**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 history that could call into question your ability to work safely with children or youth? (e.g. use of illegal substances, etc.)	Yes	No
2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted (Note: this does not include minor traffic violations)? If yes, please list offence(s) and the date(s) of conviction.	Yes	No
3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons (e.g. senior citizens or persons with disabilities)?	Yes	No
4. Have you ever been investigated by the Child Welfare Agency or any other organization for suspected child abuse?	Yes	No
5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceeding in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons?	Yes	No
6. Do you have any health concerns which could impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied.)	Yes	No
7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at our organization?	Yes	No

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 are in treatment for mental illness.
- You have been the victim of physical, emotional, verbal, or sexual abuse.

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

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**Lifestyle Expectation**

The children and youth volunteer’s conduct should comply with ERCF’s policies, and be a positive role model for all the people we serve. Each volunteer teaches, not only by instruction, but also by example.

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 recognizes the following conduct inconsistent and injurious to the Christian life:

Extra-marital sexual activity or relationships (adultery), and premarital sexual activity or relationships (fornication)	
Homosexual activity or relationships	Reading or viewing of pornographic material
Illicit use of drugs	Abuse of alcoholic beverages
Lying, deceit or gossip	Abusive behaviour, physical aggression
Engagement in criminal activity	Not holding life to be sacred (i.e. abortion)

This conduct is incompatible with Biblical Christian standards, values, and the goals and objectives of ERCF. Children and youth volunteers must not participate in or promote such conduct. Volunteers involved in any of these activities may be asked to participate in third party counseling and will begin a probationary period with the view of restoration. This process will be monitored with their supervisor and Pastoral Staff.

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I clearly understand these lifestyle expectations, and will endeavour to live a godly life. In this role as children and youth volunteer, I acknowledge that I represent Christian standards.

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

\_\_\_\_\_  
Date

**Release of Information and Declaration of Intent** *For applicants 16 years of age and older*

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 applicants 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.

Name of Applicant \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of Witness \_\_\_\_\_ Signature of Witness \_\_\_\_\_ Date \_\_\_\_\_

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

**ERCF VOLUNTEER APPLICATION FORM**

**Screening Record**

*(For Office Use Only)*

**Name of Applicant:** \_\_\_\_\_

1. Interview Date \_\_\_\_\_ Interviewed by \_\_\_\_\_

Interviewer's Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Principal Interview Required?  Yes  No

Interviewed by (Principal's Name) \_\_\_\_\_ Date \_\_\_\_\_

Principal's Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. Date Criminal Record Check Completed (18 and older only) \_\_\_\_\_

4. Volunteer Badge:  Photo Taken  Badge Made

5. Initial Training Completed

- a. Read Training Manual:  Yes
- b. View Training Video:  Yes
- c. Met with Ministry Supervisor:  John Dekorte
- d. Other (give detail) \_\_\_\_\_

6. Record of Contact with References and Previous Churches

| Name of Person Contacted<br>(and Church, if applicable) | Type of Contact |                | Date Contact Made | Contact Made by ?<br>(name) | Method of contact<br>(phone, personal) | Comments / Notes re Contact |
|---------------------------------------------------------|-----------------|----------------|-------------------|-----------------------------|----------------------------------------|-----------------------------|
|                                                         | Church<br>✓     | Reference<br>✓ |                   |                             |                                        |                             |
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*Information received is confidential and is being gathered for the purposes of screening personnel and placing them into programs with children or youth. The information gathered here will be used for the purposes of supporting the programs at ERCF.*