



# Volunteer Application

THE FOLLOWING PAPERWORK MUST BE **COMPLETELY** FILLED OUT

FULL NAME First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Work #: \_\_\_\_\_ Email: \_\_\_\_\_

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**PLEASE FILL OUT IF YOU ARE A STUDENT:**

School Attending \_\_\_\_\_  
Address while at school: \_\_\_\_\_ Box # \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Year in school \_\_\_\_\_  
Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Area of study: \_\_\_\_\_

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Transportation? Yes  No  For how many (with seatbelts) ? \_\_\_\_\_

Do you regularly attend a church? Yes  No

What church? \_\_\_\_\_  
City : \_\_\_\_\_ Phone #: \_\_\_\_\_

Do you speak Spanish? Yes  No  At what level? \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION:**

Name	Relationship to Volunteer	Phone Number

Have you ever been convicted of or pled guilty to a crime? Yes  No

A "conviction" means any conviction by a jury or a court, any payment of a fine, a plea of "no contest"/nolo contendere, imposition of a "deferred" or "suspended" sentence, or forfeiture of any bail, bond or other security. "Misdemeanor" includes any drug or alcohol-related misdemeanor driving offense, but does not include any other misdemeanor traffic offense or traffic infraction. (If yes, please explain on a separate piece of paper)

Would you agree to allow a criminal history check/background check in the course of your consideration for volunteer service? Yes  No  Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Please list where you have lived in the past 5 years (if not in Colorado) and any other names you have used:

Briefly explain what Jesus means to you and how He impacts your life right now:

List previous work involving youth:

List any training, education, talents or other factors that have prepared you to work with youth:

Please comment on your reasons for participation in this program and describe your goals or expectations for working in this program:

Please comment on your value of commitment/consistency in your daily endeavors? Are you willing to be a stable and reliable adult in the life of urban youth?

Are you aware that this neighborhood is statistically more hazardous than a suburban setting? Does this issue concern you?

References should be someone who has known you for at least a year, references may NOT be roommates or family members.  
References must be over the age of 21). **Please include all information (Email addresses are required).**

Pastoral Reference: Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_  
Phone # \_\_\_\_\_  
Email Address \_\_\_\_\_

**By agreeing to become a volunteer through The Third Story, Inc. with West Side Ministries, you will be asked to agree to the following basic guidelines:**

- 1. You are asked to be able to make at least a one semester commitment**
- 2. To review you training handbook and attend ALL training sessions and weekly prep and debriefing sessions**
- 3. To be dedicated and dependable in maintaining your weekly commitment**
- 4. I understand that any activity with students outside of regular club time is my own responsibility and is not under the jurisdiction of The Third Story or West Side Ministries. I also understand that the above organizations recommend I follow all procedures such as 1) obtaining a parental permission signed form for each occasion and 2) always going with another adult**

**A police check/criminal history will be run for the security and integrity of The Third Story and its partners. The information in this application is correct to the best of my knowledge. I authorize any references listed in this application to give you any information that they may deem necessary regarding my character and fitness for urban youth work. I consent to allow The Third Story have a police record check run on me. I understand the hazards of working in an inner city neighborhood and I fully release The Third Story (and their agents) and the partnering organizations from any responsibility for damages I may incur as a result of my work.**

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

Printed Name \_\_\_\_\_

**This page needs to be filled out  
by prospective Whiz Kids  
TUTORING Volunteers only**



**DENVER PUBLIC SCHOOLS (VOLUNTEER FORMS)  
REQUEST FOR CRIMINAL HISTORY/BACKGROUND CHECK**

**(PRINT CLEARLY)**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ last 4 digits of SSN \_\_\_\_\_ Driver's Lic.#/Other: \_\_\_\_\_

**(NOTE: THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 PROHIBITS DISCRIMINATION ON THE BASIS OF AGE WITH RESPECT TO INDIVIDUALS WHO ARE AT LEAST 40 YEARS OF AGE)**

Telephone Number/s:

Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**PLEASE READ CAREFULLY**

Denver Public Schools may conduct a complete criminal background investigation of each job applicant, which may include consultation with other federal/state law enforcement agencies and the Colorado Department of Education. Pursuant to this investigation, you may be contacted by representatives of the Denver Public Schools Safety & Security Department to arrange for submission of a complete set of fingerprints, as authorized by law, or provision of additional information regarding the investigation.

**NOTE: A CRIMINAL CONVICTION IS NOT AN AUTOMATIC BAR TO EMPLOYMENT. A JOB APPLICANT'S SUBMISSION BELOW OF FALSE OR MISLEADING INFORMATION, OR FAILURE TO DISCLOSE REQUESTED INFORMATION, MAY DISQUALIFY THE APPLICANT FROM FURTHER CONSIDERATION FOR EMPLOYMENT, RESULT IN DISMISSAL FROM EMPLOYMENT IF DISCOVERED AT A LATER DATE, OR CAUSE DENVER PUBLIC SCHOOLS TO SUBMIT THIS APPLICATION AND INVESTIGATION RESULTS TO THE DISTRICT ATTORNEY FOR POSSIBLE CRIMINAL PROSECUTION.**

For purposes of the certification below, a "conviction" means any conviction by a jury or a court, any payment of a fine, a plea of "no contest"/nolo contendere, imposition of a "deferred" or "suspended" sentence, or forfeiture of any bail, bond or other security. "Misdemeanor" includes any drug or alcohol-related misdemeanor driving offense, but does not include any other misdemeanor traffic offense or traffic infraction.

Under penalty of perjury, I hereby certify:

I have never been convicted of committing any felony or misdemeanor; or

I have been convicted of the following felony(ies) or misdemeanor(s):

Date \_\_\_\_\_ City/County/ State \_\_\_\_\_ Charge/s \_\_\_\_\_

Date \_\_\_\_\_ City/County/State \_\_\_\_\_ Charge/s \_\_\_\_\_

Date \_\_\_\_\_ City/County/State \_\_\_\_\_ Charge/s \_\_\_\_\_

I have \_\_\_/have not \_\_\_ ever been dismissed or resigned from employment following an allegation of unlawful behavior involving a child. If you have, please explain:

\_\_\_\_\_

The above information is true and correct to the best of my knowledge.

**APPLICANT'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

Requesting Authority: \_\_\_\_\_  
Name Department / Position / Title Phone/Ext.

**Department of Safety and Security Use Only Below This Line**

\_\_\_\_ CBI \_\_\_\_ Record Found \_\_\_\_ No Record Found

If box is checked, notify Human Resources for additional information.

\_\_\_\_\_ Date \_\_\_\_\_  
Department of Safety and Security Staff / Investigator

# Questions and Definitions Concerning The Third Story's Child Protection Policy

Each volunteer will be given a copy of our "Child Protection Policy" (a 15 page booklet outlining and detailing The Third Story's safety policies). If you need another copy you may download it from <http://www.thethirdstory.org/wsm/Child Protection Policy.pdf>. It is your responsibility to read it thoroughly and abide by the information therein. If there is anything in the Child Protection Policy that you do not understand it is your responsibility to ask the Director of The Third Story to clarify your questions.

Child abuse is defined as any verbal or sexual abuse, sexual exploitation or physical injury which is not explained by the available medical history as being accidental. Examples of sexual abuse are: rape, incest, sodomy, lewd or lascivious behavior, which includes wrong types of speech or touching. Examples of verbal abuse are: excessive yelling, berating, ridicule or verbal assault intentionally directed at the child.

In order to protect the child from abuse and our workers from false accusations, a reasonable effort should be made to take the following steps:

1. All volunteers will be adequately screened by application PRIOR to work or contact with minors in anyone of our ministries (including Street Church, Whiz Kids Tutoring, Summer JAM, the EDGGe and the Concrete Conservatory).
2. All volunteer should read, understand and sign a statement agreeing to follow the policies and procedures concerning child abuse protection and reporting as prescribed by The Third Story, Inc.
3. At least two volunteers will be present at all sponsored activities
4. All rooms used by adults and minors together should be accessible (NO LOCKED DOORS) and have open visibility (a window in the door or the door left wide open).
5. Supervisory personnel should make random visits to each class-room or meeting area and be available throughout the activity time to deal with any problems that arise
6. While in a ministry setting an adult must never be alone with a child. Even when picking up a child in a private vehicle, there must be another adult present.
7. When taking a child to the bathroom you will wait for them outside the door.
8. A volunteer who suspects that a child has been abused or is being abused must report the possible abuse to supervisory personnel immediately (within 24 hours). This includes suspicion or proof of any improper behavior between a volunteer/staff and a child. The supervisory personnel will take the necessary actions and report to the appropriate authorities. It is the job of the supervisory personnel - not the volunteer - to deal with the situation from this point on. You may report to one or all of the following:
  - Amy Beth Barlow 303-946-1787
  - Gene Fletcher 720-290-2117 (Third Story Board of Directors)
10. If a volunteer chooses to do an activity with a child enrolled in the program outside of regular programming it is their own responsibility and not under the jurisdiction of the program. This needs to be communicated to the parent or guardian by the volunteer. We strongly encourage volunteers to abide by the following criterion for the safety of themselves and the children:
  - Obtain a parental permission signed from for each occasion
  - Always go with another adult
11. If there is an improper conduct accusation made against you, The Third Story will (with its agents) immediately begin the process of bringing clarity to the situation. During this investigative period you will not be allowed to continue in your ministry capacity and will be asked to not have any contact with children and families from the neighborhood. This is not a policy that marks you as guilty but rather a step The Third Story takes to protect all parties involved. After an accusation has been made all communication will take place through The Third Story's insurance company.

## Volunteer/Staff Screening

Is there anything that would call into question your being entrusted with the supervision, guidance and care of children or young people? If yes, please explain.

Have you ever had any painful life experiences as a child / minor which may hinder you from a productive ministry with children? If yes, please explain.

Have you ever been accused or convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain.

Have you thoroughly read The Third Story's "Child Protection Policy"? Yes \_\_\_\_\_ Do you have any questions concerning any of these procedures?

Do you agree to abide by The Third Story's Child Protection Policy?

The information in this screening is correct to the best of my knowledge. I'm aware that a police check will be run for the security and integrity of The Third Story, Inc. and their partnering organizations. I consent to allow a police record check run on me.

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

Printed Name \_\_\_\_\_

In an effort to keep the children, the ministry and you safe, we require the following training and paperwork before you begin your work with the children:

- Sexual Misconduct Prevention Training (this is a part of every ministry training that The Third Story offers. It is offered before each seasonal program starts but can also be taught at a more convenient time for the volunteer. The training is based on our current Child Protection Policy.)
- Street Church or Tutor Training (this is a one-hour training applicable to our program and the population we minister to. It is offered before each seasonal program starts but can also be taught at a more convenient time for the volunteer.)
- Application (the application process includes providing information about yourself, giving us permission to run a background check and providing us with references. We do check references.)
- Child Protection Policy (in order to protect children that are not only highly at-risk, but many who have already been victims of assault, we require each volunteer to read, sign and abide by our "Child Protection Policy".)

If you are going to be a designated driver you will also need:

- Driver Application
- Copy of Current Proof of Insurance
- Copy of Current Driver's License
- Details of Driving Record (listing of citations, accidents, etc.)

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Please bring COMPETED application to your training session (the second and third weeks of September) or if you are starting after our Fall Trainings you may email a scan of the completed application to: [thethirdstory@thethirdstory.org](mailto:thethirdstory@thethirdstory.org)

or mail your application to:

The Third Story  
PO Box 9575  
Denver CO 80209

If you are a student at Colorado Christian University, you may also return your COMPLETED application to West Side Ministries Student Leader: Brandon Kinkead ([BrandonKinkead@gmail.com](mailto:BrandonKinkead@gmail.com)) 573-682-7851.

Thank you for your willingness to serve! If you have further questions please contact:

Amy Beth Barlow  
[thethirdstory@thethirdstory.org](mailto:thethirdstory@thethirdstory.org)