



# Volunteer Application

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

FULL NAME First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

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PLEASE FILL OUT IF YOU ARE A COLLEGE STUDENT:

School Attending \_\_\_\_\_ Year in school \_\_\_\_\_

Address while at school: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ 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
The Third Story / West Side Ministries * PO Box 9575 * Denver CO 80209 * www.thethirdstory.org		

Please write a short paragraph explaining your spiritual journey and addressing your present relationship with God:

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?

References need to be someone who has known you for at least a year and cannot be roommates or family members. References must be over the age of 21. **Please fill out completely.**

Pastoral Reference: Name \_\_\_\_\_

Email \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_

Email \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_

Email \_\_\_\_\_

Personal Reference: Name \_\_\_\_\_

Email \_\_\_\_\_

I have contacted all my references and let them know that they will be receiving a reference check from [thethirdstory@thethirdstory.org](mailto:thethirdstory@thethirdstory.org) Yes

**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 able to make a year-long (school year) or summer-long commitment**
- 2. To review you training handbook and attend all trainings and if applicable, weekly prep sessions**
- 3. To be dedicated and dependable in maintaining your weekly commitment**

**The information in this application is correct to the best of my knowledge. I authorize the 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 fully release The Third Story (and their agents) and their partnering organizations from any responsibility for damages I may incur as a result of my work.**

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

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

## Consent to Perform Criminal Background Check

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: **(Please check one box)**

- No, I have never been convicted of committing any felony or misdemeanor; or
- Yes, I have been convicted of the following felony(ies) or misdemeanor(s): **(Please list below)**

Please check one box:

- No, I have never been dismissed or resigned from employment following an allegation of unlawful behavior involving a child.
- Yes, I have been dismissed or resigned from employment following an allegation of unlawful behavior involving a child. **(Please explain below)**

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:

**I hereby authorize The Third Story to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I understand that The Third Story will utilize an outside firm or firms to assist it in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice.**

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

# Summary of the Child Protection Policy

## The Third Story, Inc.

Each volunteer working with The Third Story will receive a copy of **The Third Story Child Protection Policy** (a 13-page booklet outlining and detailing The Third Story's safety policies). This policy is also available for download at <http://www.thethirdstory.org/wsm/Child-Protection-Policy.pdf>. It is the volunteer's responsibility to read the entire policy thoroughly and abide by the information therein.

**In order to protect the youth in our care from abuse and our workers from false accusations we will strictly adhere to the following policies:**

1. All volunteers will complete an application, provide references and undergo a criminal background check prior to joining our staff (paid or volunteer).
2. All volunteer must read, understand and sign a statement agreeing to follow the policies and procedures concerning Child Protection as prescribed by The Third Story, Inc.
3. At least two volunteers (over the age of 18) will be present at all sponsored activities. For activities with children 12 and under at least one of these adults must be a woman.
5. All rooms used by adults and minors together will be accessible (no locked doors) and have open visibility (a window in the door or the door left open). Supervisory personnel will make random visits to each 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 a volunteer will wait for the child 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
  - Scot Marion 303-915-6047 (Third Story Board of Directors)
9. If a volunteer chooses to do an activity with a child outside of planned Third Story programming the activity is the volunteer's responsibility and not under the jurisdiction of The Third Story. The volunteer needs to make the child's parent or caregiver aware that the activity is not sponsored by The Third Story. We strongly encourage volunteers to abide by the following criterion for the safety of themselves and the children:
  - Obtain parental permission for each occasion
  - Leave your contact information with the caregiver
  - Always go with another adult
10. A volunteer must always check in with a child's caregiver when picking up and dropping off the child at his or her home.

## 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?  Yes  No

If yes, please explain below:

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 below:

Have you thoroughly read The Third Story's Child Protection Policy?  Yes

Do you have questions concerning any of the information, rules or procedures?

Yes  No

If yes, please explain below:

Do you agree to never be alone with a child while working with The Third Story?  Yes

Do you agree to always check in with a parent/guardian when transporting children to and from ministry activities?  Yes

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

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

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

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:

Child Protection Policy (our community is at-risk and in order to protect our children we require each volunteer to read, sign and abide by our “Child Protection Policy”.)

Child Protection Training (this is a **required** training that is offered before each seasonal program starts but can also be scheduled throughout the year for new volunteers joining the ministry. The training covers our foundational policies for protecting and advocating for children in our care. Child Protection Training and Street Church/Tutor Training are always taught in tandem.

Street Church/Tutor Training (this is a training that covers the specifics of how to effectively tutor a child or lead a group at Street Church. We go over the details of each ministry and teach tips and guidelines for successful ministry. This training is offered before each seasonal program starts but can also be scheduled throughout the year for new volunteers joining the ministry.

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.)

If you are willing to use your vehicle to transport children associated with the ministry you will need to submit:

Driver Application (available at <http://www.thethirdstory.org/wsm/Driver-Application.pdf>)

Copy of Current Proof of Insurance (a picture can be texted to 303-946-1787)

Copy of Current Driver’s License (a picture can be texted to 303-946-1787)

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Please bring this COMPETED application to your training session. Thank you for your willingness to serve! If you have further questions, feel free to contact:

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