

Wheaton Bible Church Children's/Student Ministries *Volunteer Application Form*

OFFICE USE ONLY:			
Date Received	___/___/___	Data Input (circle):	Shelby
Background Check	___/___/___	+ - Application Review	_____ (Initials) + -
Reference Check	___/___/___	+ - Approval Code	_____
		Approval Date	___/___/___
Ministry Head Signature	_____		+ -

All volunteers applying to work in a ministry involving children/students must complete this form. When finished, please place this form in a sealed envelope (Attention: Child Protection), and return it to the CM Welcome Desk, or mail it to church. We appreciate the time you've taken to complete this application.

Ministry(ies) applying for: _____ Application Date: _____

PLEASE PRINT OR TYPE

FULL LEGAL NAME (as it appears on your social security card):

 (First) (Middle) (Last) (Maiden)
 Current Address _____ City _____ State _____ Zip _____
 Number of years at this address _____ e-mail _____
 Home Phone (_____) _____ Work (_____) _____ Cell (_____) _____
 Previous Address if less than 10 years _____
 City _____ State _____ Zip _____ Number of years at this address _____
 Marital Status: Single _____ Married _____ Remarried _____ Divorced _____ Separated _____ Widowed _____
 If married, spouse's name _____ (How long married _____)
 Children's names and ages (if applicable) _____

EDUCATIONAL AND EMPLOYMENT BACKGROUND

Junior High School (Teen Applicants Only) _____ Attended When: _____
 High School (All Applicants) _____ Attended When: _____
 College _____ Attended When: _____
 Degree in _____
 Present Employer _____
 (_____) Name Address
 Phone Supervisor Length of Employment
 Previous Employer (if applicable) _____
 (_____) Name Address
 Phone Supervisor Length of Employment

MILITARY EXPERIENCE Have you ever served in the United States Military? Yes _____ No _____
 What branch? _____ Date of discharge _____
 Type of discharge _____

SPIRITUAL JOURNEY *(Please take the time to answer these questions thoughtfully)*

Have you accepted Christ as your Savior? _____ If yes, when? _____

Describe your conversion/how did this occur? _____

How is your life different now? _____

How do you keep your life spiritually growing? _____

If a child asked you, "How does someone become a Christian?" how would you answer? _____

***Teen Applicants Only**

Are you involved in your Student Ministry? _____

Do you feel connected? _____ Explain _____

MINISTRY RELATED EXPERIENCE *(If WBC is not your church, please write in your church's name & answer based on your church.)*

1. How long have you attended Wheaton Bible Church? _____

If less than six years, please provide the name and phone number of your previous church. _____

2. Are you a member of Wheaton Bible Church? _____ If yes, when? _____

3. Please describe any previous and/or current volunteer ministry experience at Wheaton Bible Church, including the name of the person to whom you reported and when and where you served.

4. If you have attended a different church within the last five years, indicate any ministry(ies) in which you were involved, and the person to whom you reported.

5. Why do you want to work with children? _____

PERSONAL SITUATIONS

The questions listed below are part of our application process in order to help provide a healthy, safe and secure environment for our children. All information is held in strict confidence by limited WBC staff.

1. Yes___ No___ I understand that we are teaching our children to remain pure sexually until marriage and because I understand that my lifestyle is an example to the children I will work with, I see the importance of being sexually pure myself. I affirm that this lifestyle is true of me at this time.
2. Yes___ No___ I agree to let the church know if the above situation changes and to step down from my responsibilities with children until those issues are resolved.
3. Yes___ No___ Within the last 7 years, have you struggled with drugs, alcohol, gambling, pornography, or any other addiction?
4. Yes___ No___ Do you currently struggle with any of these things?
5. Yes___ No___ Has anyone suggested that you may have a problem with any of these things?
6. Yes___ No___ Do you have any health problems (disabilities, physical limitations, illnesses, syndromes, etc.) that might affect your work with children?
7. Yes___ No___ Have you ever been treated for a psychological disorder?
8. Yes___ No___ As a minor, were you ever a victim of physical abuse, sexual molestation, or exploitation?
9. Yes___ No___ Have you ever been convicted or accused of, or participated in physical abuse, sexual abuse, neglect, molestation, or exploitation of a minor?
10. Yes___ No___ Have you ever been convicted of any criminal activity, including any convictions for which records may have been expunged?
11. Yes___ No___ Have you ever been subjected to an order of protection or some similar order?
12. Yes___ No___ Is there any circumstance or pattern in your life that would hinder you from honoring Christ while working in Children's/Student Ministries?

If you answered yes to any of the questions 3 - 12, please explain. _____

If there are some areas too personal or painful to explain in written form, please discuss them with the head of the ministry you are applying for or with our pastoral staff.

I hereby affirm the beliefs presented in the Wheaton Bible Church Statement of Faith and agree to abide by the Wheaton Bible Church Children's Ministry Guidelines or Student Ministry Guidelines.

Signature: _____

PERSONAL REFERENCES These people should be well acquainted with you, including your abilities, character, and lifestyle. **Please choose adult references who meet the following criteria:** 1) are not related to you, 2) have seen you interact with children, and 3) have known you for at least 1 year.

1. Wheaton Bible Church (or previous church) Reference - Name _____ Association _____
Home Phone (_____) _____ Work/Cell Phone (_____) _____
How long have you known the individual? _____

2. Other Reference - Name _____ Association _____
Home Phone (_____) _____ Work/Cell Phone (_____) _____
How long have you known the individual? _____

PARENTAL PERMISSION FOR MINORS (All applicants 17 years and younger)

I _____ (parent name) give permission for my child _____ (child's name) to be placed in a position of responsibility and understand the commitment that he/she is making to serve in Children's/Student Ministries.

Parent Signature _____ Date _____

**CONSENT TO PERFORM CRIMINAL HISTORY BACKGROUND CHECK IN COMPLIANCE WITH THE FCRA
(FAIR CREDIT REPORTING ACT)**

LEGAL NAME (as it appears on your social security card):

Date: _____

First Name Full Middle Name Last Name Maiden (or other last names used)

Current Address _____ City* _____

County _____ State* _____ Zip _____

Date of Birth** _____ Social Security Number** _____

Driver Lic. # _____ Driver Lic. State _____ Gender** (please circle one) Male / Female

NOTE: This is a standardized consent form. Wheaton Bible Church does not check financial information unless an incident would require such an inquiry. Trak-1 Technology conducts a national criminal and sex offender search and verifies an applicant's identity. This process uses social security number (SSN) and date of birth. The SSN is verifying identity and is not checking credit. Trak-1 is cybertrust certified and does not keep a record of the SSN. The SSN is sent electronically to the credit bureau, and when it returns it has been truncated to the last 4 digits. The SSN is recorded on this consent form, which is kept in a locked file at WBC, only accessible to limited staff. Please be assured that information acquired in this application process will remain confidential.

This authorization and consent for release of personal information acknowledges that **Wheaton Bible Church** (Hereafter referred to as "Company"), its representatives and/or its agent, Trak-1 Technology, may now, or at any time I am assigned to, volunteer with or am employed by this Company, conduct investigations whether the records are of a public, private or confidential nature. These investigations might include, but are not limited to, searches of educational institutions attended; state driving records; financial or credit institutions, including records of loans; records of commercial or retail credit agencies; other financial statements; records of previous employment, including work history, efficiency ratings, complaints and grievances filed by or against me; records and recollections of attorney-at-law or of other counsel, whether representing me or any other person (in either a civil or criminal case in which I have been involved); records from the U.S. Veterans' Administration; criminal history information of file in local, state or federal agencies; and motor vehicle records, and following an employment offer, workers' compensation reports from either the Department of Labor, National Personnel Records or the Industrial Commission or similar agencies under the provisions of the Fair Credit Reporting Act 15, USC section 1681 et seq. I also authorize the National Personnel Records Center, or other custodian of my military service record, to release to Trak-1 Technology, the following information and/or copies of documents from my military service record: DD214, service record, and any disciplinary records.

I understand that these searches will be used to determine work assignment or employment eligibility under the company's employment or volunteer policies. Therefore, I authorize and consent for full release of records (either orally or in writing) to the authorized representatives of the company. In addition, I release and discharge the company and its agent and associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs expenses or any other charge or complaint filed with any agency arising from retrieving and reporting this information. I understand that according to the Federal Fair Credit Reporting Act, I am entitled to know whether employment was denied based upon the information obtained and to receive, upon written request, a disclosure of the background report. I also understand that I may request a copy of the report from **Trak-1 Technology / PO Box 130159 / Houston, Texas 77219** at telephone number **1-800-600-8999**. After reading this document, I fully understand its contents and authorize the background verification.

*** AS SHOWN ON THE ORIGINAL APPLICATION**
**** TO BE USED ONLY FOR CRIMINAL HISTORY SEARCHES, AND NOT A PART OF THE PERSONNEL FILE.**

A copy of "A Summary of Your Rights Under the Fair Credit Reporting Act Consumer Rights Notice" is available upon request from Children's Ministry.

AUTHENTICITY AND AUTHORIZATION: I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS FORM IS TRUE, CORRECT AND COMPLETE. I UNDERSTAND THAT IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE THAT GROUNDS FOR THE CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT OR SERVING ON A VOLUNTEER BASIS WILL EXIST AND MAY BE USED AT THE DISCRETION OF WHEATON BIBLE CHURCH.

Signed this _____ day of _____, 20 _____

Applicant (Print Name) _____

Applicant Signature _____

Parental Name if Applicant is a Minor (Print Name) _____

Parental Signature if Applicant is a Minor _____

A Summary of Your Rights Under the Fair Credit Reporting Act Consumer Rights Notice

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September, 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists on which these offers are based. You may opt out with the nationwide credit bureaus at 1-800-392-7816.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue Ste 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051