



## VOLUNTEER APPLICATION

Date of Application \_\_\_\_\_

Male

Female

Are you at least 21 years of age? Yes  No  Date of Birth \_\_\_\_\_

Are you a: U.S. Citizen  Legal U.S. Resident  Other  Please explain: \_\_\_\_\_

CA Driver's License No. \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Street City Zip

Mailing Address \_\_\_\_\_  
(If different) Street City Zip

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

Marital Status: Single  Married  Divorced  Widowed  Separated

Child/ren Sex and Ages (if applicable)  
\_\_\_\_\_

How did you become aware of the CASA Program? \_\_\_\_\_

Languages: English  Spanish  Sign  Chinese  Vietnamese   
Japanese  Portugese  Other  \_\_\_\_\_

In which languages are you fluent? \_\_\_\_\_

Ethnic Origin: African-American  Asian/Pacific Islander  Multi-racial   
White/Non-Latino  Hispanic/Latino  Native American   
Filipino  Not Known  Other  \_\_\_\_\_

### EMERGENCY NOTIFICATION

Name \_\_\_\_\_ Relationship \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Daytime Telephone Number

(\_\_\_\_\_) \_\_\_\_\_  
Evening Telephone Number

## CRIMINAL BACKGROUND

AS REQUIRED BY CALIFORNIA LAW, CASA IS TO CONDUCT THOROUGH BACKGROUND INVESTIGATIONS OF ALL VOLUNTEER APPLICATIONS. THE BACKGROUND INVESTIGATION INCLUDES, BUT IS NOT LIMITED TO, CLEARANCES FROM THREE PERSONAL REFERENCES, CALIFORNIA DEPARTMENT OF JUSTICE FINGERPRINTS, FEDERAL BUREAU OF INVESTIGATIONS AND DEPARTMENT OF MOTOR VEHICLES. CASA RESERVES THE RIGHT TO VERIFY INFORMATION DEEMED NECESSARY TO DETERMINE YOUR STABILITY AS A CASA VOLUNTEER. REFUSAL TO CONSENT TO A FORMAL SECURITY CHECK SHALL BE GROUNDS FOR REJECTION OF AN APPLICANT.

ANY APPLICANT FOUND TO HAVE BEEN CONVICTED OF, OR HAVING CHARGES PENDING FOR, A FELONY OR MISDEMEANOR INVOLVING A SEX OFFENSE, CHILD ABUSE OR NEGLECT, OR RELATED ACTS THAT WOULD POSE RISKS TO CHILDREN OR THE CASA PROGRAM'S CREDIBILITY WILL NOT BE ACCEPTED AS A CASA VOLUNTEER. ALL OTHER FELONY AND MISDEMEANOR CHARGES OR CONVICTIONS WILL BE EVALUATED ON A CASE-BY-CASE BASIS. ANY INFORMATION OBTAINED WILL BE KEPT STRICTLY CONFIDENTIAL BY CASA WITHIN THE CONFINES OF THE LAW.

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## PRELIMINARY SCREENING/BACKGROUND INFORMATION

IF YOU ANSWER YES TO ANY OF THE FOLLOWING QUESTIONS, PLEASE ATTACH A SHEET OF PAPER OFFERING AN EXPLANATION FOR EACH.

Have you ever been detained by police or summoned into court? Yes  No

Have you ever been arrested/charged and/or convicted of a misdemeanor? Yes  No

Have you ever been arrested/charged and/or convicted of a felony? Yes  No

Have you ever been arrested/charged or convicted of any sexual misconduct (including pornography)? Yes  No

Have you ever been or are you currently on probation? Yes  No

Have you ever been or are you currently on parole? Yes  No

Have you ever had any DUI arrests, charges or convictions? Yes  No

Have you ever been the subject of a child abuse/neglect investigation by Social Services or any other organization? Yes  No

Please list all other names used (ie. aliases, maiden name):

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**EMPLOYMENT HISTORY**

Work Status: Part time  Full Time  Self-Employed  Unemployed  Retired  Student

**Please start with current employer and list history for the last 5 years. Use extra sheet of paper if necessary.**

Employer or Agency \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

Supervisor(s) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ to: \_\_\_\_\_

May we contact you at work? Yes  No

Employer or Agency \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

Supervisor(s) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ to: \_\_\_\_\_

Employer or Agency \_\_\_\_\_ Job Title \_\_\_\_\_

Address \_\_\_\_\_

Supervisor(s) \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Dates Worked: From: \_\_\_\_\_ to: \_\_\_\_\_

**EDUCATION**

High School  AA/AS  BA/BS  MA/MS  PhD/EdD  Other

Tell us about your education, starting with high school and any college, graduate or post-graduate work completed.

School	Degree	Major (s)	Year Graduated

**SPECIAL INTERESTS, AFFILIATIONS & ACTIVITIES**

List your community affiliations (Church, Religious, Professional, Social, Recreational, Civic Groups, Alumni Organizations, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List current and previous volunteer work (please include any work done with children):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# QUESTIONNAIRE

 PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY

 PLEASE READ & SIGN “ACKNOWLEDGMENT OF PROVIDING ACCURATE INFORMATION”

 PLEASE SIGN “ACKNOWLEDGEMNT OF REPONSIBILITIES”. YOU MAY TURN THIS SHEET IN LATER IN THE TRAINING PROCESS.

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1. What are your areas of interest/hobbies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If you are employed, are you able to arrange for time off for the CASA responsibilities, which may occur during work hours? (*i.e. meeting with the social worker, attending court hearings and/or school meetings, etc.*) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Who is your support network and how do they feel about your commitment in becoming a CASA? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your experience working with children? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Check any boxes in which you have had experience(s):

Child Welfare

Juvenile Court System

Foster Care

Drug/Alcohol Abuse

Emotional or Physical Abuse

Domestic Violence

Other \_\_\_\_\_

Briefly explain:

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6. Do you have any health issues that may impact your ability to volunteer as a CASA?

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*I acknowledge that the information I have provided is true and correct. I understand falsification of any information may prevent my acceptance as a CASA volunteer.*

*Signed* \_\_\_\_\_ *Date* \_\_\_\_\_

# ACKNOWLEDGEMENT OF RESPONSIBILITIES

AS A CASA ADVOCATE AND VOLUNTEER, I UNDERSTAND THAT I WILL:

## ✦ **SUPPORT THE COURT PROCESS**

- Maintain confidentiality regarding all court cases
- Attend the child's court hearings
- Be there for the CASA child throughout court proceedings; Explain proceedings to the child
- Identify and explore potential resources that would facilitate family preservation, early family reunification or alternative permanency planning
- Communicate the child's needs to the court in written reports and recommendations
- Ensure that the court-approved plans for the child are being implemented
- Investigate interests of the child in judicial or administrative proceedings outside of Juvenile Court
- Comply with other duties and responsibilities as determined by the Presiding Juvenile Court Judge or a designee.

## ✦ **MEET REQUIREMENTS OF THE CASA PROGRAM**

- Maintain complete records regarding the case
- Submit court reports 15 business days prior to court hearing; discuss all recommendations with Case Supervisor
- **Submit monthly contact logs to CASA Case Supervisor**
- Must possess a valid California Driver's License, a safe driving record, and proof of personal vehicle insurance as required by California Law
- Attend and participate in 30 hours of initial training, or complete missed sessions while refraining from serving as an advocate until all requirements are met
- Participate in on-going supervision
- Complete 12 hours of additional on-going training each year
- Represent the CASA Organization as an ambassador promoting our mission statement
- Report any incident of suspected child abuse, neglect or abandonment in relation to your assigned CASA child.
- Do not engage in the following activities:
  - ◆ *Take the child home*
  - ◆ *Give legal advice or therapeutic counseling*
  - ◆ *Make placement arrangements for the child*
  - ◆ *Give money or expensive gifts to the child or his/her family*

## ✦ **BE COMMITTED TO THE CHILD**

- Establish a stable relationship with the child to better understand his/her social, emotional, educational and medical needs and desires
- Be responsible for the child/teen when s/he is under my supervision
- Be knowledgeable of the potential risk of liability, and choose to accept that responsibility

## ✦ **STAY FOCUSED ON MY DUTIES AS A CHILD ADVOCATE**

- Maintain regular contact with the child's social worker, attorney, and other related professionals  
Communicate and coordinate efforts with the child's social worker, attorney, and other related professionals
- Display objectivity, sensitivity, and a professional demeanor while interacting with related individuals on the case
- Investigate available records regarding the child's family history, school behavior, medical or mental health history, and any other related records
- Explain the CASA volunteer's role, duties and responsibilities to all parties associated with the case

## ✦ **IMMEDIATELY NOTIFY THE CASA PROGRAM OF ANY CRIMINAL CHARGES AGAINST YOURSELF.**

Print Name \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date