



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.

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):

NAME _____

EMPLOYMENT HISTORY

Work Status: Part time Full Time 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 MBA JD 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 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):

- | | | |
|---|--|--|
| <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Juvenile Court System | <input type="checkbox"/> Foster Care |
| <input type="checkbox"/> Drug/Alcohol Abuse | <input type="checkbox"/> Emotional or Physical Abuse | <input type="checkbox"/> Domestic Violence |
| <input type="checkbox"/> Mental Illness | <input type="checkbox"/> Other _____ | |

Briefly explain:

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

The information I have provided is true and correct. I understand falsification of any information, or charges pending or conviction of a felony or misdemeanor involving a sex offense, child abuse or neglect, or anything posing a risk to children, 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 _____



AUTOBIOGRAPHY GUIDELINES

Please use the guidelines below to write an autobiography for your file.

It is important that you address any experiences you have had that may be similar to those of youth in the foster care system (abuse, neglect, abandonment, domestic violence, addiction, criminal history, mental health issues, etc).

While experience in these areas doesn't automatically preclude you from becoming a CASA volunteer, it is important that we know about it. We need to ensure there has been adequate resolution out of concern for both our volunteers and youth.

Your autobiography is kept strictly confidential, as are all your records.

Autobiography should be a minimum of 2 double-spaced pages.

Maximum of 3 pages.

Please type.

(If typing it presents a problem for you,
please discuss with Training Director)

Please write in narrative form and address the following questions:

- ∞ How would you describe your childhood?
- ∞ What are the best/worst memories of your childhood?
- ∞ What was your family like?
- ∞ Who is in your family now?
- ∞ What is your life like now? (include significant relationships, interests, hobbies, work, etc.)
- ∞ During the course of your life, have you ever experienced or witnessed any of the following? Or has a family member experienced or witnessed any of the following in a way that directly impacted you?
 - Abuse, neglect or abandonment
 - Mental health or illness issues
 - Addiction – drug, alcohol, food, etc.
 - Domestic Violence
 - Criminal HistoryIf yes, in what ways has that experience impacted your life? If you personally struggled with any of these, how have you resolved the issues?
- ∞ Why do you want to be a CASA?