# C.A.S.A. OF SAN BERNARDINO COUNTY

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## COURT APPOINTED SPECIAL ADVOCATE (CASA) VOLUNTEER APPLICATION



#### C.A.S.A. of San Bernardino County

www.casaofsb.org

#### **Volunteer Application**

The information on this application will help us assess your qualification to serve as a volunteer Court Appointed Special Advocate (C.A.S.A) or Educational Advocate. Please carefully complete all sections of the application as thoroughly as possible. C.A.S.A. of San Bernardino County does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

I. <u>PERSONAL DATA</u>		
Name:	Date of Birth:	
Maiden/Prior Names/Aliases:		
Driver's License #:		
Home Address:	Home Phone #:	
City/State/ Zip:		
E-Mail Address:	Cell Phone #:	
Best way to reach you? Cell Phone H	Home Phone Time of day?	
Emergency Contact	Telephone #:	
II. EMPLOYMENT		
Current Employer:		
Address:		
Supervisor: May y	May you be called at work? Y N Work Ph #:	
Title & Brief description of work:		

Are you a licensed Driver? Y	N Do	Do you have a car available? Y N		
Insurance Company:	Policy #:	Policy #: Exp. Date:		
III. EDUCATIONAL DATA				
Name and Location	Dates Attended	Diplon	na/ Degree	
IV. WORK EXPERIENCE DATA  Identify and initial P for Paid and V for employment.	or Volunteer work experience. S	tart with your most i	recent place of	
P/V? Employer Name & Address	Month/ Year From/To	Job Title	Reason for Leaving	

#### V. AVAILABILITY & REFERENCES

#### TIME YOU ARE AVAILABLE FOR VOLUNTEER WORK:

Court Hearings are conducted Monday through Friday from 8:30 a.m. to 12:00 p.m. and 1:30 p.m. to 5:00 p.m. Part of your responsibility in this volunteer program is being available to appear in court on the assigned cases two times per year, with timely notification from the staff when possible, and educational meetings may occur Monday through Friday any time between 8:00am- 5:00 p.m. If you are employed, would you have difficulty being available for Court Hearings? Y N Educational meetings? Y N Can you make arrangements if necessary? Y N

Please explain:				
C.A.S.A. of San Bernardino County acceptual fulfill internship hours for their schooling for school? YES NO If yes, ple hours required and the amount of time n	g. Are you looking t ease list the name of	o volunteer your schoo	to fulfill an ol, class you	internship requirement
As a volunteer with C.A.S.A. of San Bernserve one youth for the minimum month internship hours are completed. YES	ly hourly and long-to NO Initian	rson for wh	om you have	irement <u>even after</u> my worked or volunteered,
references be sent my mail, please provide c	omplete addresses.	Only list ref	ferences you a	are certain can complete a
confidential questionnaire about you. <i>Please</i> questionnaires will be sent out by CASA	_	onses are	<u>completely c</u>	confidential, and that
Name of reference/Relationship	E-mail Address/	Mailing Ac	ldress	Phone #
1.	E mail Hadressy		441000	1110110
2.				
3.				
4.				
5.				
VI. BACKGROUND INFORMATION  1. Have you ever been:  a.) Arrested for a crime against a chi b.) Arrested for a violent felony?	ild? Y Y	N N		
c.) Arrested for a sex crime?	Y	N		
d.) Arrested for any drug charges?	Y	N		
2. If you answered "yes" to a, b, c or d abov Innocence" as described in California Penal		written dec Y N	laration of a '	'Finding of Factual
3. Have you been convicted of <u>any crime</u> w	ithin the past 5 years?	Y N		
4. Are you currently undergoing prosecution	n for <u>any crime</u> or on	probation?	Y N	
5. Have you ever been arrested or convicted	d of any crime not me	entioned abo	ove? **Y ]	N

6. Are you or have you ever been the sibling, household member, parent or significant other of a child who has
been placed under the protective custody of the court? Y N If yes, please explain.
7. As a child, were you ever the subject of a child abuse report? **Y N
8. Are you currently paid or reimbursed to provide a service to children and/or parents within the child welfare and/or Juvenile Court system?  Y N
**If you have answered "yes" to any of the questions in the above section, please explain. (Attach additional sheets as needed)

#### **VII AUTO BIOGRAPHY**

Please write a one (1) page autobiography. Include the following:

- 1. How did you become interested in volunteering with C.A.S.A. of San Bernardino County?
- 2. Why are you interested in becoming a Court Appointed Special Advocate or Educational Advocate?
- 3. What experiences have you had that would be beneficial to you as a CASA or Educational Advocate and why?

	4. How do you hope to benefit from this volunteer experience?
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### VIII. CONFIDENTIALITY AGREEMENT AND PERMISSION TO CONDUCT BACKGROUND CHECK

I agree to submit to a State, FBI and Child Abuse Registry security screening process to assure that my past is free of criminal convictions. I realize I will be seeing children privately, sometimes on a one-to-one basis and therefore agree to conduct myself in a careful and ethical manner.

Because CASA programs are based on volunteers, paid and volunteer staff is equally valued. I have the right to say no, to have my feelings heard, and to have a place to communicate my concerns. I also recognize the need for me to be reliable and timely in all my responsibilities and to work respectfully with the office, other volunteers and outside agencies.

	oplicant to be a CASA Volun nitial each item.)	teer, do you agree to do the followinş	Ż.	
1.	background checks, referen		t not limited to: fingerprinting, criminal Sex Offender database, Social Security number	r
2.			as a CASA Volunteer for a minimum of 12 to 1	.8
3.		ervision, in-service trainings, and other	r continuing education of at least twelve (12)	
4.	1 7	arding all court cases?		
make inquir purpose of be based or rejected be- knowingly volunteer.  I understan 18 months activities re- training eact to remain is convictions Executive I	determining my suitability as determining my suitability as a criteria that indicate the approause of race, color, religions misrepresenting any information of that after completing my tras a Court Appointed Special lated to my volunteer duties. In compliance as a volunteer, motor vehicle violations, Director advanced notice in we as worn Officer of the San Beaustin as worn of the San Beaustin as worn of the San Beaustin a	s a Court Appointed Special Advocate a C.A.S.A and will be held in the striplicant's ability to fulfill the requirement, national origin, age, sex, sexual cation in this application are ground raining, I will be expected to serve apal Advocate. I agree to submit mon I also understand that I will be required understand that I will be required update and submit a copy of mye. I also understand that it is my or difficulties that I foresee in convirting.	e. C.A.S.A. of San Bernardino County program e. Any information obtained will be used for the confidence. Selection of the volunteers wents of serving as a CASA. No individual will be prientation or marital status. Falsifying and/or for denying the applicant or dismissal of the proximately ten (10) hours per month for at least the proximately ten (10) hours per month for at least the proximately ten (12) hours of in-serving driver's license; car insurance each year in ordination to inform CASA staff of any criminal political may volunteer service. I will give the the following Policy and Procedures and I agrant the following Policy and Procedures are the following Policy and Procedures and I agrant the following P	he will be or he ast all ice he he
Print Name	<u> </u>	Signature of Applicant	Date	
CASA Staff	<u>.</u>			
Staff Name	/Title	Date	<del></del>	