

**Hillcrest Christian School**  
**17531 Rinaldi Street Granada Hills, CA 91344 818-368-7071**

**VOLUNTEER INFORMATION APPLICATION**

Your interest as a Hillcrest Christian School volunteer is appreciated. Please complete the following application and return the information to the school office as soon as possible.  
Since volunteer service is essential for Hillcrest Christian School, we are grateful for those who assist this ministry.

**I. PERSONAL INFORMATION**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Maiden name or other names you have been known by: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Do you have any handicaps or physical conditions, which will affect your volunteer services? If so, please explain:

Hillcrest Christian School does not provide accident or health insurance for volunteers. **All volunteers are required to have and maintain their own individual accident and health insurance. Please provide the following information:**

Type of Insurance (Health/Accident) \_\_\_\_\_

Name of Insurance Company/HMO \_\_\_\_\_

Name of Insured (if other than applicant) \_\_\_\_\_

Policy Number \_\_\_\_\_

Name of emergency contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**II. VOLUNTEER AREA/S**

Put a check mark in the space next to the areas where you would like to volunteer.

\_\_\_\_\_ Assisting in Classroom      \_\_\_\_\_ Field Trip Chaperone      \_\_\_\_\_ Other Describe: \_\_\_\_\_

\_\_\_\_\_ Assisting (PAT) Activities      \_\_\_\_\_ Helping Parent Organizations \_\_\_\_\_

**III. STATEMENT OF FAITH**

This is a statement of faith of Hillcrest Christian School. If you strongly hold to certain doctrines that are not on this statement, please list and describe those items on a separate sheet of paper and attach it to this application.

Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of all believers.

#### **IV. VOLUNTEER CONDUCT STATEMENT**

Hillcrest Christian School has many opportunities for volunteer assistance. It is important that volunteers on campus or on field trips conduct themselves using Biblical standards of conduct. (I Corinthians 10:31-33) It is important that volunteers avoid not only impropriety, but also the appearance of impropriety. Volunteers are to avoid the following:

- Conduct jeopardizing the health, safety or welfare of the students or staff of Hillcrest Christian School
- Poor attitude or lack of cooperation
- Failure to follow instructions
- Using or possessing tobacco or alcohol on campus, on a school-sponsored trip or any other school activity
- Immoral or unprofessional conduct
- The use of vulgar or offensive language
- Raising one's voice in anger, yelling or speaking in a rude, threatening, insulting or unprofessional manner to students, other volunteers or staff
- Threatening or making unconsenting physical conduct with students, volunteers or staff in anger or in a rude, insulting, or unprofessional manner
- Engaging in behavior which presents a negative role model to others

This is not an exhaustive list for conduct on or off campus which is damaging to the Christian testimony, or which diminishes the ministry or integrity of Hillcrest Christian School including parents of our students who are volunteers. Volunteers who do not follow the above standards of conduct may lose the privilege of assisting in the classroom, attending school activities, or accompanying students on local or foreign travel field trips.

#### **V. SECURITY SECTION**

Recognizing God's love and concern for children, HILLCREST CHRISTIAN SCHOOL has adopted a policy of screening applicants for volunteer service. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Your answer to any of these questions does not necessarily disqualify you from volunteering at Hillcrest Christian School.

**Please answer, by circling the correct response, each of the following questions. Attach additional pages for explanation.**

- YES NO 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, and court where conviction was entered, sentence of disposition and any other relevant information. If yes, please explain on a separate page.
- YES NO 2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Hillcrest to consider. If yes, please explain on a separate page.
- YES NO 3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish Hillcrest to consider. If yes, please explain on a separate page.

**VI. APPLICANT'S AUTHORIZATION**

I understand that as part of this application a completed **CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION** sheet must be submitted by me. This consent authorizes HILLCREST CHRISTIAN SCHOOL, or its agents, to conduct a **Megan's Law Background Check**.

**VII. RELEASE**

In consideration of the receipt and evaluation of this Application by HILLCREST CHRISTIAN SCHOOL, I hereby release HILLCREST CHRISTIAN SCHOOL and any individual, school, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind or nature which may at any time result from the investigation of my background or the release of information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

**VIII. COMPLIANCE WITH CHILD ABUSE REPORTING REQUIREMENTS FOR LONG-TERM VOLUNTEERS (MORE THAN 2 DAYS PER WEEK)**

Although volunteers are not mandated reporters of child abuse under California Penal Code §11166, I understand that Hillcrest Christian School requires its long-term volunteers to comply with its provisions as set forth in the Child Protection Policy of Hillcrest Christian School as detailed in the Child Abuse Prevention, Recognition and Reporting Manual which will be provided to me before beginning long-term volunteer service.

**IX. MEDIATION/ARBITRATION AGREEMENT**

In consideration for being accepted for volunteer service, I agree that any claim or dispute arising from or related to my volunteer service or this Agreement shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the Rules of the Institute for Christian Conciliation; judgment upon an arbitration award may be entered in any court otherwise having jurisdiction. If a dispute or claim involves a claim as to which the school's insurance, or the school's insurance with respect to the School's officers, directors, trustees, employees, agents, volunteer workers, promoters or affiliates, if any, applies, and if the school's insurer refuses to submit the dispute or claim to mediation or arbitration, as described herein, unless the parties otherwise agree, this Mediation/Arbitration Agreement shall no longer be applicable with regard to the part of the dispute or claim as to which the school's insurance applies. I agree this Mediation/Arbitration Agreement shall be my sole remedy for any claim or dispute between us. I, on behalf of my self, my heirs and successors in interest, waive the right to file any legal action against the school in or before a civil court or agency, except to enforce an arbitration decision.

**X. VOLUNTEER'S CERTIFICATION**

I agree that in the performance of my responsibilities as a volunteer, I will not do or say anything in opposition of the Doctrinal Statement and I will abide by the Volunteer Conduct Statement. I further certify that the information contained in this information sheet and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission may result in my failure to volunteer at Hillcrest Christian School.

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_

## HILLCREST CHRISTIAN SCHOOL

### CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION

Applicant: \_\_\_\_\_  Employment  Volunteer

#### TO WHOM IT MAY CONCERN:

The undersigned, having made Application for Employment or Volunteer Service at Hillcrest Christian School, Granada Hills, California, desires the School to be fully informed as to my background and character. In this connection, I acknowledge that an investigation, which may include a Criminal Background Check and Megan's Law Background Check, may be conducted. I hereby authorize Hillcrest Christian School, or its employees and agents, to contact any person, entity, or agency disclosed in this Application, or as may be disclosed in the course of the investigation for the purpose of verifying and investigating my background and fitness for employment or youth volunteer service at the School. I understand a photograph and/or fingerprints may be required for this purpose. I hereby authorize any persons, references, employees, schools, Churches, or organizations with whom I have had contact to release to Hillcrest Christian School and its agents and employees any information they may have regarding my record, character, and fitness for employment or volunteer service.

I further understand that Hillcrest Christian School may, in its discretion, engage a commercial investigative service (Reporting Agency) for the purpose of verifying the information in my Application and conducting the background investigation. In the event a Reporting Agency will be so engaged, its identity is disclosed below.

In connection with the investigation of my background, I understand that a Consumer Report or Investigative Consumer Report, as defined by the Fair Credit Reporting Act may be requested by the Reporting Agency identified below.

The Consumer Report may include information from public records including, but not limited to, Social Security number, motor vehicle operation history, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. The Investigative Consumer Report may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with persons who have knowledge concerning such items of information.

In the event this Consent and Authorization is used in connection with an Employment Application, I understand that I may request a complete and accurate disclosure of the nature and scope of the background investigation; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. Further, I understand that in the event employment is denied because of information contained in a Consumer Report or Investigative Consumer Report, I will be so advised in writing and will be provided with other information concerning my consumer rights, including the right to obtain a copy of the Report from the reporting agency.

I further understand that whether I am applying for employment or volunteer service, any Consumer Report or Investigative Consumer Report requested will be used strictly for permissible purposes as defined under the Fair Credit Reporting Act.

*(please turn over and complete the back page)*

A photographic or faxed copy of this Consent and Authorization to Obtain Information shall be as valid as the original.

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, ADMINISTRATOR, CHURCH, SCHOOL, LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, CREDIT BUREAU, COLLECTION AGENCY, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER, AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION) OR ANY OTHER INFORMATION REQUESTED BY REPORTING AGENCY IDENTIFIED BELOW.

**Reporting Agency:**

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Please provide the following information for identification purposes:

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Other names or nicknames you have been known by: \_\_\_\_\_

\_\_\_\_\_

Home address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Date of Birth: Month \_\_\_\_\_ Day \_\_\_\_\_ Place of Birth \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian if Applicant is a Minor Date: \_\_\_\_\_

# KROLL

## DISCLOSURE AND AUTHORIZATION TO OBTAIN INFORMATION

In connection with my suitability for employment with Hillcrest Christian School ("Company"), I authorize Company to request a consumer and/or investigative consumer report on me for employment purposes from **KROLL BACKGROUND AMERICA, INC.** ("Kroll"). Such reports may include, but are not limited to, information as to my character, general reputation, personal characteristics, and mode of living; discerned through employment and education verifications; personal references and interviews; my personal credit history based on reports from any credit bureau; my driving history, including any traffic citations; workers' compensation records after a conditional job offer has been extended and to the extent permitted by law; a social security number trace; present and former addresses; criminal and civil history/records; and any other public record.

I authorize any person, business entity or governmental agency that may have information relevant to the above to disclose the same to Company and Kroll, including, but not limited to, any and all courts, public agencies, law enforcement agencies and credit bureaus. I authorize Company to share such information only with parties in interest who have a "need to know" such information to protect them and their employees. Kroll does not sell or otherwise provide any of the information found in its background investigations to any party other than the Company.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any consumer report of which I am the subject upon my written request to Kroll. I also understand that I may receive a written summary of my rights under 15 U.S.C. § 1681 et. seq. I agree that this authorization shall remain valid for the duration of my employment with Company. I certify that the information contained on this Authorization form is true and correct and that my application or employment may be terminated based on any false, omitted or fraudulent information.

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

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### IDENTIFYING INFORMATION FOR CONSUMER REPORTING AGENCY

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other Names Used \_\_\_\_\_ Years Used \_\_\_\_\_

Current Address: \_\_\_\_\_  
Street /P. O. Box      City      State      Zip Code      County      Dates

Former Address: \_\_\_\_\_  
Street /P. O. Box      City      State      Zip Code      County      Dates

Social Security Number: \_\_\_\_\_ Daytime Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State of Issuance: \_\_\_\_\_

\*Date of Birth: \_\_\_\_\_ \*Gender \_\_\_\_\_

**For CA, MN & OK Residents Only: Please provide me with a copy of my background report      YES:  NO**

For California residents: Under § 1786.22 of the California Civil Code, you may view the file maintained on you by Kroll. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by submitting a request by mail, by appearing at Kroll's offices in person during normal business hours and on reasonable notice, or you may also receive a summary of the file by telephone after submitting a written request. Kroll has trained personnel available to explain your file to you and will provide a written explanation of any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. Kroll is located at 1900 Church St., Suite 300, Nashville, TN 37203 and may be contacted at 800-697-7189.

\*Providing year of birth and gender is strictly voluntary. This information will enable us to properly identify you in the event we find adverse information during the course of a background search.