

Attachment B

**Doylestown Presbyterian Church
Community Protection Policy
Employee and Volunteer Ministry Application Form**

This application is to be completed by all employees and volunteers proposing to work with, supervise and/or have custody of children and/or youth. This form will be completed as a part of the application process required under the Doylestown Presbyterian Church Community Protection Policy (the Policy). It is being used to help the church provide a safe and secure environment for those children and youth who participate in our programs, services and activities.

Name: _____ Date: _____
Last, First, Middle

Address: _____
Street, City, State, Zip

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

Occupation: _____ Place of Employment: _____

How long at above address? _____. If less than five years, give previous address(es) and number of years at each over past ten years.

DPC Member since: _____

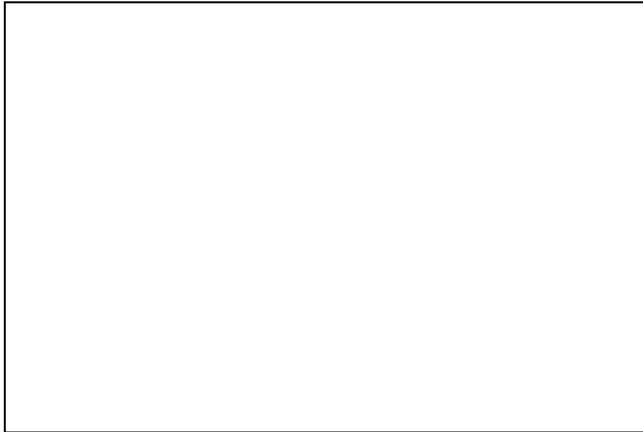
If not a member of DPC, of which church are you currently a member? _____

List (names and addresses) of any other churches you attended regularly during the last five years.

What leadership/volunteer experience have you had with children/youth? (Be specific; where possible include dates, place and contacts if not at DPC.)

Please list all DPC ministries in which you are or have been involved.

Photocopy of Drivers License or Photo ID (if not registered to drive):



Do you have any medical training? _____

Are you CPR certified? _____

Personal References: (Must be over 18 years old and not related to you.)

Name: _____

Address _____

Phone: _____ Relationship: _____

Name: _____

Address _____

Phone: _____ Relationship: _____

Name: _____

Address _____

Phone: _____ Relationship: _____

The following questions are necessary in order to help ensure a safe and secure environment for our children and for the protection of our volunteers and/or paid staff. All information is held strictly confidential.

Please answer these questions, providing an explanation for the circumstances giving rise to any affirmative answer. If you have any concerns regarding the questions, please consult with the Community Protection Committee:

Have you been convicted of or pled guilty or nolo contendere to a felony or misdemeanor?

Yes _____ No _____ If yes, please explain: _____

Have you been adjudicated a delinquent (a juvenile conviction) in connection with any felony or misdemeanor? Yes _____ No _____ If yes, please explain: _____

Do you currently use illegal drugs and/or abuse alcohol? Yes _____ No _____
If yes, please explain: _____

Have you ever been denied participation in supervising children or youth activities in any organization?
Yes _____ No _____ If yes, please explain: _____

Other than the above, is there any fact or circumstance that would call into question your being entrusted with supervision, guidance and care of children or youth?
Yes _____ No _____ If yes, please explain: _____

FOR VOLUNTEER APPLICANTS ONLY:

If you are applying to be a volunteer, is there any health-related reason that would keep you from safely working with or cause any potential harm to children or youth?
Yes _____ No _____ If yes, please explain: _____

**Applicant's Certification, Consent to
Reference and Criminal Background Checks and Release**

1. Certification

I hereby certify that the above information is true and correct to the best of my knowledge, information and belief. I further certify that I have not been nor am I currently involved in any abuse of a minor, nor have I been found to be the perpetrator with respect to a founded report of child abuse. I further certify that I have not been convicted of any of the offenses listed in the CPSL (see Exhibit 1 to this Application).

2. Consent to Reference and Criminal Background Checks

I hereby authorize any references, churches or other organizations listed in this application to furnish to Doylestown Presbyterian Church (DPC) any information they may have (including employers' and others' opinions) regarding my character and fitness for working with children or youth, and release all said references, churches and other organizations from liability for damages of whatever kind or nature that might result from releasing such information to DPC.

I hereby authorize DPC to conduct a criminal background check on me and authorize that any information pertaining to any record of a conviction contained in police files or any similar file maintained about me, whether federal, state or local, be released to DPC. In making this authorization, I hereby release any law enforcement agencies, DPC and its agents and employees, and any other persons receiving the results of such background checks from any and all liability resulting from such disclosure.

Applicant's Signature: _____ Date: _____

Print Name: _____

_____ Date: _____

Signature of Youth Applicant's Parent/Guardian

Print Name: _____

**Exhibit 1
Disqualifying Crimes**

An applicant who has been convicted of one or more of the following crimes under Pennsylvania law or an equivalent crime under Federal law or the law of another state shall be disqualified from employment and/or volunteer service that involve direct contact with children:

- Title 18, Chapter 25 (relating to criminal homicide).
- Title 18, Section 2702 (relating to aggravated assault).
- Title 18, Section 2709.1 (relating to stalking).
- Title 18, Section 2901 (relating to kidnapping).
- Title 18, Section 2902 (relating to unlawful restraint).
- Title 18, Section 3121 (relating to rape).

- Title 18, Section 3122.1 (relating to statutory sexual assault).
- Title 18, Section 3123 (relating to involuntary deviate sexual intercourse).
- Title 18, Section 3124.1 (relating to sexual assault).
- Title 18, Section 3125 (relating to aggravated indecent assault).
- Title 18, Section 3126 (relating to indecent assault).
- Title 18, Section 3127 (relating to indecent exposure).
- Title 18, Section 4302 (relating to incest).
- Title 18, Section 4303 (relating to concealing death of child).
- Title 18, Section 4304 (relating to endangering welfare of children).
- Title 18, Section 4305 (relating to dealing in infant children).
- A felony offense under Title 18, Section 5902(b) (relating to prostitution and related offenses).
- Title 18, Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
- Title 18, Section 6301 (relating to corruption of minors).
- Title 18, Section 6312 (relating to sexual abuse of children).
- The attempt, solicitation or conspiracy to commit any of the above listed offenses.
- A felony offense under the Controlled Substance, Drug, Device and Cosmetic Act of April 14, 1972 (Public Law 233, No. 64) committed within the previous five-year period.

**NOTE: CONFIDENTIAL INFORMATION – TO BE USED ONLY AS STATED
IN THE DPC COMMUNITY PROTECTION POLICY**

ATTACHMENT C

**DISCLOSURE STATEMENT FOR VOLUNTEERS LIVING IN PENNSYLVANIA
GREATER THAN 10 CONSECUTIVE YEARS**

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a clearance through the Federal Bureau of Investigation, as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pa. during the entirety of the previous 10 year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25 (relating to criminal homicide)
Section 2702 (relating to aggravated assault)
Section 2709 (relating to stalking)
Section 2901 (relating to kidnapping)
Section 2902 (relating to unlawful restraint)
Section 3121 (relating to rape)
Section 3122.1 (relating to statutory sexual assault)
Section 3123 (relating to involuntary deviate sexual intercourse)
Section 3124.1 (relating to sexual assault)
Section 3125 (relating to aggravated indecent assault)
Section 3126 (relating to indecent assault)
Section 3127 (relating to indecent exposure)
Section 4302 (relating to incest)
Section 4303 (relating to concealing death of child)
Section 4304 (relating to endangering welfare of children)
Section 4305 (relating to dealing in infant children)
Section 5902(b) (relating to prostitution and related offenses)
Section 5903(c) (d) (relating to obscene and other sexual material and performances)
Section 6301 (relating to corruption of minors)
Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico, or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as a perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current clearances obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation as appropriate.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my clearances.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____

Attachment D

**Doylestown Presbyterian Church
Community Protection Policy
Employee/Volunteer Acknowledgment and Agreement**

In furtherance of my application to be certified to work with children and youth at Doylestown Presbyterian Church (DPC) I hereby acknowledge that I have received a copy of the DPC Community Protection Policy (Policy) and that I have had an opportunity to read the Policy, that I understand my obligations under the Policy and that I have completed training regarding child and youth protection. I understand that any violation of the Policy or misrepresentation of information that I have provided in connection with my application to work with children/youth at DPC may result in termination of my employment or volunteer service with children/youth.

I understand if I am accused or convicted of an offense that would constitute grounds for denying participation in a program, activity or service, or am named as a perpetrator in a founded or indicated report, I must provide written notice to the DPC Senior Pastor no later than 72 hours after the event described above. If I willfully fail to disclose this information, it will result in a misdemeanor of the third degree and I will be subject to discipline, which may include termination or denial of a volunteer position.

Intending to be legally bound, I hereby agree to comply in all respects with the Policy.

Applicant's Signature: _____ Date: _____

Print Name: _____

Signature of Youth Applicant's Parent/Guardian Date: _____

Print Name: _____

Date Training Was Completed: _____