



Job's Daughters International

Certified Adult Volunteer Application & Profile United States of America

Read this form before completing and signing it. If you disagree with any intended uses of the information or are unwilling to have this information collected, used, released, and stored as set out below, do not complete this form.

This profile is for the use of JDI. The information provided will be used for determining your suitability for service as a Certified Adult Volunteer (CAV). The information you provide will be released to one or more third parties, including private investigating agencies and law enforcement agencies, for the purpose of conducting background inquiries, including criminal history checks. The original form will be retained in the office of the Executive Manager of JDI.

This form shall be RECEIVED by the Supreme office NO LATER than 6 months after your date of attendance at a Certified Adult Volunteer (CAV) class in order to be considered valid for processing. There are NO EXCEPTIONS to this deadline.

Please Type or Print **legibly** all of the information you provide. Pencil entries cannot be accepted. If you need space for further information, please use the back of the form. All portions of the form must be completed, incomplete forms will be returned without action.

Background Investigation Consent and Release Form

- Name: _____
(Last) (First) (Middle Name – not just the initial)
Gender: _____ Male _____ Female (Check One)
- Other Names Used: _____ Maiden Name: _____
- Address: _____
City: _____ State: _____ ZIP Code: _____
Home Phone: _____ Work Phone (or daytime number): _____
E-mail address: _____
- Social Security Number:** _____
- Date of Birth: _____ Place of Birth: _____
- Drivers License Number:** _____ State of Issuance: _____
- Previous CAV:** _____ Yes _____ No

I, _____, authorize and give consent for Job's Daughters International to obtain information regarding myself. This includes criminal background records, Sex Offender Registry information and address and Social Security verification.

I, the undersigned, authorize this information to be obtained either in writing or via telephone in connection with my application. Any person, firm or organization providing information or records in accordance with this authorization is released from any and all claims of liability for compliance. Such information will be held in confidence in accordance with the organization's guidelines.

Print Name: _____ Date: _____

Signature: _____

Personal Data

8. Marital Status and Name of Spouse, if applicable: _____

9. Prior address, for the last 10 years; length of time at each address: _____

10. Have you ever worked as an Adult with any other Youth Group? YES NO

If so, please list and describe: _____

Employment Profile

11. What is your occupation? _____

12. Name & address of current employer? _____

13. Length of employment? _____

14. If employed elsewhere in the last 10 years, give names, addresses, and lengths of employment: _____

15. Have you ever served in the Armed Forces of the United States? YES NO If YES, list service, dates of service, and classification of discharge:

Educational Profile

16. Last high school grade completed? _____ Did you graduate? _____

17. Enter the names, locations, and dates of attendance for any high schools you attended: _____

18. Enter the names, locations, dates of attendance, and degrees earned for any colleges or universities you attended:

Driver's Profile

19. Have you ever been denied a license to operate a motor vehicle? YES NO (If YES, explain)

20. Has your driver's license ever been suspended or revoked? YES NO (If YES, explain)

21. In the past 10 years have you ever been arrested or received any tickets for driving under the influence of alcohol or drugs, drunk driving or reckless driving?
 YES NO (If YES, list and explain) _____

22. If you do not currently have a valid driver's license or you are physically unable to drive, please initial this paragraph: I promise I will not drive any automobile or other vehicle as a volunteer for Job's Daughters International. _____

Personal Profile

23. Have you used any illegal drugs, or been treated or hospitalized for the abuse of any drug, legal or otherwise, in the last 10 years?
 YES NO (If YES, list and explain) _____

24. Have you used alcohol excessively or been treated or hospitalized for the excessive use of alcohol, alcohol poisoning, alcohol detoxification, or any similar condition based on alcohol use in the last 10 years?
 YES NO (If YES, list and explain) _____

25. Have you ever been charged, arrested, or convicted of any of the following?
 YES NO a. Wrongful possession, use, or transfer of alcohol or tobacco products to any improper recipient, including minors.
 YES NO b. Possession, use, or transfer of illegal drugs or drug paraphernalia.
 YES NO c. Improper or criminal conduct in which the alleged victim, co-conspirator, or other involved individual was a minor.
 YES NO d. Activities in which you allegedly physically or sexually abused anyone, male or female, or allegedly condoned such abuse by others.
 YES NO e. Activities in which you allegedly were involved in the creation, possession, use or transfer of child pornographic materials.
 YES NO f. Any conduct involving violence, including family violence.
 YES NO g. Any conduct related to the unlawful possession, use, or transfer of a firearm or explosive device.
 YES NO h. Any conduct that could reasonably be construed to make you unfit to supervise minors.

If YES to any of the above, list and explain all charges, arrests, or convictions: (attach separate page if necessary)

26. Have you ever been removed from a Bethel/Jurisdictional/Grand/Supreme Guardian Council or has any adverse action, including termination, been taken against you by any YOUTH organization, school, church, or day care center while you were an employee or volunteer for such organization or entity?

____ YES ____ NO If YES, list and explain: _____

27. To the best of your knowledge and belief, are there any facts or circumstances involving you or in your background that would call into question your suitability for being entrusted with the supervision, guidance and care of young people?

____ YES ____ NO If YES, list and explain: _____

28. Has your CAV status every been suspended or revoked?

____ YES ____ NO If YES, list and explain: _____

Reference Profile
(Reference list must be fully completed. References may be contacted.)

29. List 3 people who have known you for at least 5 years. Only 1 of these individuals may be a member of your immediate or extended family.

Name: _____ Connection: _____

Street: _____

City / State / ZIP Code: _____

Phone Number: (_____) _____ E-Mail: _____

Name: _____ Connection: _____

Street: _____

City / State / ZIP Code: _____

Phone Number: (_____) _____ E-Mail: _____

Name: _____ Connection: _____

Street: _____

City / State / ZIP Code: _____

Phone Number: (_____) _____ E-Mail: _____

Certification, Indemnification, and Hold Harmless Agreement

I freely and voluntarily provide the information submitted on this form. I give my permission to Job's Daughters International (JDI) to gather further information about me in order to determine my suitability for service as a Certified Adult Volunteer (CAV) with JDI. I understand that the safety and best interests of the members of JDI are the paramount considerations in determining my suitability. I authorize JDI to provide the information I have submitted to various individuals, entities, and agencies for the purposes stated in this form. I understand and agree that said individuals, entities, or agencies may review, inquire into, and provide reports regarding my background to JDI. I understand that these reports may include, but are not limited to: criminal records, educational reports, employment reports, and driver's license records. In connection with my request to be allowed to serve as a CAV of JDI, I request and authorize all individuals, corporations, current and former employers, educational institutions, law enforcement agencies, city, state, county, and federal courts, federal agencies, and military services to release information they may have about me to the person or entity to whom this form has been provided by JDI.

I understand that my information connected to this application will be kept in secure storage at SGC headquarters in Papillion, Nebraska.

By signing this form, I specifically and wholly release, hold harmless, and agree to indemnify Job's Daughters International, Supreme Guardian Council, its subordinate organizations, and all of its and their members, officers, employees, agents, contractors, and volunteers from any and all liability to me, my heirs, survivors, successors in interest, assigns, or anyone claiming through me, in connection with the collection, storage, release, or use of, on behalf of JDI, any information provided by me or derived through any inquiry, investigation, or review of records arising from my submission of this form and my request to serve as a CAV with JDI.

I promise that, as a CAV of JDI, I will protect the safety of its members, act only in their best interests, comply with the governing documents of JDI, and that I will obey the laws of my city, state, and nation.

I understand and agree that the cost of conducting the background investigation is included in the application fee. I agree to pay that cost prior to the initiation of the investigation, and I understand that no investigation will begin until I have made that payment.

I certify that the information provided herein is complete and accurate. I will immediately notify JDI of any changes in that information. I understand that I am not entitled to a position as an officer or volunteer in JDI, and that service in those capacities is a privilege, not a right.

Signature _____ **Date** _____

Date and location of CAV Class Attendance _____

Please Note:

Your Certified Adult Volunteer Application & Profile Form *must* be signed. A US Funds check for \$46.00 made payable to "Job's Daughters International" must accompany this application. Incomplete forms will not be processed. The check must be your personal check or a Money Order. We can only accept personal checks FROM THE APPLICANT or a Money Order. If you would like notification that you application has been received, enclose a self-addressed stamped postcard.

Mail your Application and check to:

**Job's Daughters International
233 W. 6th Street
Papillion, NE 68046**