

RICHMOND CASA VOLUNTEER APPLICATION

PERSONAL DATA

Name: _____ Social Security Number: ____-____-____

Address: _____ Date of Birth: _____

Telephone # (Home): _____

Previous Address: _____ Telephone # (Work): _____
(If you have lived at the above address less than 3 years) May we call you at work? Yes No

Telephone # (Cell): _____

E-mail Address: _____

Marital Status: _____ Name of Spouse: _____

Number of children: _____ Ages of children: _____

In case of an emergency call: _____
(Name) (Phone)

EDUCATION

Check highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

If you did not complete high school, do you have a high school equivalency diploma? Yes No

Post High School Education

Name and Location	Dates Attended	Degree Received	Major or Specialty	Minor

If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

Additional training or education (please describe): _____

EXPERIENCE

Please supply a brief employment history listing most recent employer first. If necessary, please attach a résumé.

Employer: _____ Job Title: _____

Address: _____ Type of Business: _____

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Dates of Employment: _____ Full or Part Time: _____

Immediate Supervisor and Title: _____

Job Description: _____

Employer: _____ Job Title: _____

Address: _____ Type of Business: _____

Dates of Employment: _____ Full or Part Time: _____

Immediate Supervisor and Title: _____

Job Description: _____

Employer: _____ Job Title: _____

Address: _____ Type of Business: _____

Dates of Employment: _____ Full or Part Time: _____

Immediate Supervisor and Title: _____

Job Description: _____

Employer: _____ Job Title: _____

Address: _____ Type of Business: _____

Dates of Employment: _____ Full or Part Time: _____

Immediate Supervisor and Title: _____

Job Description: _____

List your skills (i.e. typing, computer knowledge, etc.): _____

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Please attach an additional sheet if further space is needed to fully answer the following questions.

Have you ever worked as a CASA volunteer in another community? If so, where? _____

Have you had any prior volunteer experiences? Yes No If yes, please describe: _____

How did you become aware of the Richmond CASA program? _____

Name of person who referred you: _____

	Yes	No
Are you able to complete the 35 hours of basic training?	<input type="checkbox"/>	<input type="checkbox"/>

Can you commit a minimum of eighteen months to the CASA program?	<input type="checkbox"/>	<input type="checkbox"/>
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Are you able to participate in on-going training and court appearances?	<input type="checkbox"/>	<input type="checkbox"/>
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If you answered "No" to any of the last three questions, please explain: _____

Are you fluent in any language other than English? If yes, specify: _____

Do you have a valid driver's license? Yes No

Do you have regular access to a car? Yes No

Have you had any traffic violations in the past five years? Yes No

If yes, please explain: _____

Have you ever been convicted of a crime in this or any other state? Yes No

If yes, please explain: _____

Have you had a personal experience involving: (Please describe)

Child Abuse: _____

Child Welfare: _____

Foster Care: _____

Other agencies offering services to children: _____

Please explain your prior experience working with children in the space below:

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REFERENCES

List three (3) references of people who know you well, preferably people with whom you have worked, in either a paid or unpaid capacity. If you are presently employed (either paid or unpaid), please include the name of at least one supervisor.

	<u>Name</u>	<u>e-mail</u>	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

AUTOBIOGRAPHY

Please write a two-page autobiography on a separate sheet of paper. Please note that report writing is very important in the role of being a CASA volunteer. Therefore, writing is carefully and seriously considered. Try to include some of the following:

- What attracted you to the CASA program?
- What was your family life like when you were growing up?
- How were you parented? What was discipline like for you as a child?
- How do you approach discipline?
- Are there any experiences with your children/ any children you wish you could change?

I hereby certify that all statements made on this application are true to the best of my knowledge.

I understand that an interview will be required as part of the screening process and that my acceptance into the program is contingent upon my successful completion of all phases of training.

I also understand that by submitting this application I authorize inquiries to be made concerning my employment and character for the purpose of determining my suitability as a volunteer. I further understand that my signature on this application authorizes the Richmond CASA program to complete a background investigation through the Local and State Police Departments, the VA Department of Social Services Central Registry Desk, the VA DMV and other relevant databases. All information will be held in the strictest confidence.

Having considered the opportunities and responsibilities involved, I offer my services as a Court Appointed Special Advocate for the Richmond Juvenile and Domestic Relations District Court and agree to follow all guidelines set forth by the Richmond CASA Program. I agree to keep all information and knowledge relating to clients and their families strictly confidential.

Criteria used in the selection of volunteers will ensure that the individual is able to meet the responsibilities of a Court Appointed Special Advocate. Applications will not be rejected because of race, color, religious creed, national origin, sex, age or marital status.

Applicant's Signature

Date

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Please Fax or E-mail completed application to:

Heather Farber

CASA Volunteer Coordinator

Phone: 804-646-5180

E-Mail: heather.farber@richmondgov.com

Fax: 804-646-0624