

## RICHMOND CASA VOLUNTEER APPLICATION

### PERSONAL DATA

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

\_\_\_\_\_  
Telephone # (Home): \_\_\_\_\_

Previous Address: \_\_\_\_\_ Telephone # (Work): \_\_\_\_\_

\_\_\_\_\_  
May we call you at work?  Yes  No

\_\_\_\_\_  
Telephone # (Cell): \_\_\_\_\_

(Include all addresses from the past 7 years. Attach individual page, if necessary.)

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): \_\_\_\_\_

\_\_\_\_\_

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**EXPERIENCE**

Please supply a brief employment history. You may attach a résumé or list your experiences below, with most recent employer first.

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: \_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_ Full or Part Time: \_\_\_\_\_

Immediate Supervisor and Title: \_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

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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: \_\_\_\_\_

|  | <b>Yes</b>               | <b>No</b>                |
|--|--------------------------|--------------------------|
| 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"/> |
|--|--------------------------|--------------------------|

|   |                          |                          |
|---|--------------------------|--------------------------|
| Are you able to participate in on-going training and court appearances? | <input type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|--------------------------|

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?

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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.*

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**Applicant's Signature**

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**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](mailto:heather.farber@richmondgov.com)

**Fax:** 804-646-0624