

## CASA VOLUNTEER APPLICATION

*Please complete entire application.*



Date \_\_\_\_\_

How did you hear about the CASA program? \_\_\_\_\_

### General Information

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

Middle Initial \_\_\_\_\_

Sex \_\_\_\_\_

Ethnicity \_\_\_\_\_

Marital Status \_\_\_\_\_

### Contact Information

#### Phone & Email -

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

Preferred Contact \_\_\_\_\_ Email Address \_\_\_\_\_

Would you like to receive emails from CASA? \_\_\_\_\_

Emergency Contact Person \_\_\_\_\_

Emergency Phone Number \_\_\_\_\_

#### Addresses -

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

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

Mailing address (if different from above)

\_\_\_\_\_

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

Years at current home address \_\_\_\_\_

If less than 7 years, list previous address

\_\_\_\_\_

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

### Employment Information

Please choose any of the following statuses that apply

Military

Student

Type of Employment

*If applicable -*

Employer \_\_\_\_\_ Position \_\_\_\_\_

Length of employment

Work address \_\_\_\_\_

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

### Education/Skills Information

Please select highest level completed

Language(s)

English

Chinese

French

German

Korean

Spanish

Vietnamese

Select any training or experience (salaried or volunteer) in any of the following categories:

**(NOTE: None is required to be a CASA Volunteer.)**

Child care

Health/mental health

News/media

Child development

Counseling/psychology

Writing/editing

Child welfare

Public speaking

Juvenile court

Education

Social work

Advertising/public relations

Arts/graphics

Human resources

Law

Fundraising

Criminology/law enforcement

Drug/alcohol treatment programs

Describe any additional experiences that may be applicable to CASA.

List current and previous volunteer service and length of service.

---

Have you ever been involved with another CASA program?

If yes, which CASA program(s)? \_\_\_\_\_

If applicable, what was your role? \_\_\_\_\_

Have you ever worked for the juvenile court?

Have you ever worked for the Dept. of Family & Children Services or Child Protective Services?

Have you ever been a foster parent? Currently?

List any charges, arrests, and/or convictions, ***other than traffic violations***, and list dates, county/state, and disposition of each. (An applicant having a charge or conviction for a crime involving a sex offense, child abuse or neglect or related acts that would pose risks to children or the CASA program's credibility is disqualified as a CASA volunteer. Applicants with other misdemeanor or felony charges or convictions that would not pose a risk to children or negatively affect the credibility of the CASA program will be considered on a case-by-case basis considering the time passed since the incident and the level of rehabilitation.)

Have you ever had a case with, or investigation performed by, the Department of Family and Children Services? If yes, please explain:

## Training Information

When can you attend CASA training? Please check available times:

Mon. Tue. Wed. Thu. Fri. Sat. Sun.

Morning

Afternoon

Evening

If relevant, please choose any specific days when you cannot attend:

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Do you prefer to work w/a particular age group?

If yes, please choose ages:

0-2

3-5

6-8

9-12

13-15

16-18

Do you have access to transportation?

Do you have a driver's license?

If yes, license number \_\_\_\_\_ State of License \_\_\_\_\_

I affirm I have automobile insurance.

## References

Please list names and contact information of 4 people (2 professional – salaried or volunteer work – and 2 personal – *no family members, please*). If currently employed, please list supervisor first.

Name \_\_\_\_\_

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

Daytime phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

Name \_\_\_\_\_

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

Daytime phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

Name \_\_\_\_\_

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

Daytime phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

Name \_\_\_\_\_

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

Daytime phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

### Essay Questions

Please briefly answer the following questions. (Two to four sentences each is sufficient.)

Why do you want to be a CASA volunteer?

What role should society play in protecting children while also preserving families?

Please write an autobiographical statement.

**As a CASA volunteer, I will be willing to do the following: (please check each box for "Yes")**

Commit a minimum of 12 – 24 months to being a CASA volunteer (determined by CASA program)

Participate in the CASA program's 30+ hour volunteer training

Participate in 12 hours of continuing education training annually

Visit in person with the child(ren) to whom I may be assigned at least monthly

Prepare written reports to the court with guidance from CASA staff

Participate and attend court hearings and meetings on my child's case during business hours

Record and turn in a monthly log of my activities on my case

Disclose any criminal charge(s) if brought against me while serving as a CASA volunteer

#### **AFFIRMATION AND RELEASE**

I hereby affirm that the information contained in this application is correct and accurate to the best of my knowledge. I understand that this information will be used in determining my eligibility as a Court Appointed Special Advocate, as well as to support any ongoing involvement with CASA. I understand that completing this application or gaining acceptance into the training does not of itself guarantee confirmation that I will be sworn in as a CASA volunteer or be appointed to a case and that such a decision is made after the entire screening and training process have been successfully completed. I further understand that both the CASA program and I have the ability to individually or mutually terminate this relationship at any point. This decision may occur at any time in the screening process, including after the interview or during the training, or after I am sworn in as a CASA volunteer. Any knowingly false or misleading statements or omissions made on this application or otherwise stated during the screening process shall be automatic grounds for dismissal.

I understand that the CASA program will protect and maintain my personal information. Information is collected and stored for purposes related to the recruitment, screening, training and retention of CASA volunteers and will not be sold to third parties.

Upon successful completion of my screening, training and acceptance as a volunteer, I understand that I will be expected to serve as an advocate for a length of time\* as agreed upon/discussed with the CASA program personnel. If unforeseen circumstances prevent me from fulfilling this obligation, I will provide as much notice as possible and follow any procedures for notice, release and return of case-specific information, both digital and physical.

I am aware that I may have access to sensitive information during training and court observation. During training, I will be provided with detailed information about how to protect and maintain confidential documents, reports, evaluations and other material in my capacity as a CASA volunteer to avoid any unauthorized disclosure.

*\*Varies by program, generally 12-24 months*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The criteria used in the selection of CASA volunteers are designed to ensure that the individual is able to meet the responsibilities of a CASA volunteer.*

*Note: Two additional attachments are part of the application: (1) Background Investigation Policy including a Disclosure and Authorization Form and (2) Photo Release*