



Application for Working with Students Adult Application

1. Personal Information

The information contained in this application will be kept confidential. It will be disclosed only to those who have a genuine need to know in order to carry out their responsibilities at Woodland Hills Church, or as required by law.

Date:

Male

Female

Legal Name _____
Last First Middle Nickname _____

Address _____
Street City State Zip

Home Phone () _____ Birth Date _____

Work Phone () _____ Email _____

Cell Phone () _____

If you have lived at your current address less than five years, provide information on ALL addresses lived at during that period.

Full Address _____

Dates _____

Full Address _____

Dates _____

Marital Status: Single Married Divorced Remarried Spouse's Name _____

Emergency Contact _____ Phone () _____

Occupation _____ Place of Employment _____ Number of years _____

Please provide information for ALL jobs you have held in the past three years.

Employer/Position _____ Dates _____

Supervisor _____ Phone () _____

Employer/Position _____ Dates _____

Supervisor _____ Phone () _____

2. Your Spiritual Journey

Please briefly tell us about your spiritual journey. Include how and when you began following Jesus, if and when you were baptized, what you are doing to grow deeper in your faith, and how you are living out the Kingdom.

3. Church Involvement

How long have you attended Woodland Hills Church?

How often do you attend? Weekly Monthly Yearly

Have you been baptised? Yes No Date of baptism _____

List two strengths you have in working with young people.

List two weaknesses you need to work on.

If you have discovered your spiritual gifts, please list your top two or three.

Describe any current opportunities that you have to use your spiritual gifts.

Why do you wish to work with young people? (please give a detailed explanation, use extra paper if needed.)

4. Previous Experience

List any leadership/volunteer experience you have had with children/youth.

Reference Name and Phone _____

If not listed below

List any training or education that has prepared you to work with children/youth.

List any other Woodland Hills ministries in which you are involved.

5. References

Please list four people that have known you at least one year, and have a knowledge of your character and qualifications to work with young people.

Personal Reference - a friend or associate that is not a relative.

Name _____ Home Phone () _____ Work Phone () _____

Address _____
Street City State Zip

Nature of Relationship _____ Length of Time Known _____

Comments (staff use):

Current Church Reference - church staff, Bible study, or ministry leader.

Name _____ Home Phone () _____ Work Phone () _____

Address _____
Street City State Zip

Nature of Relationship _____ Length of Time Known _____

Comments (staff use):

Past Church Reference - church staff, Bible study, or ministry leader.

Name _____ Home Phone () _____ Work Phone () _____

Address _____
Street City State Zip

Nature of Relationship _____ Length of Time Known _____

Comments (staff use):

Employment Reference - employer, supervisor, or close co-worker

Name _____ Home Phone () _____ Work Phone () _____

Address _____
Street City State Zip

Nature of Relationship _____ Length of Time Known _____

Comments (staff use):

6. Personal Situations

If you prefer, you may choose not to answer the questions on this page, and then you may discuss your answer in confidence with a Church Staff Supervisor. Answering yes, or leaving the question unanswered will not automatically disqualify an applicant for work with children or students.

Have you ever been convicted of, or pleaded guilty to a crime? (other than minor traffic violations)

Yes No If yes, please explain:

Has there been any abuse (substance, emotional, physical, spiritual, verbal, or sexual) in your background?

Yes No If yes, please explain:

Have you ever been accused, charged, alleged to have, or have ever committed any act of neglecting, abusing, molesting, or battering any child or adult?

Yes No If yes, please explain:

Have you ever been diagnosed or treated for a psychiatric disorder?

Yes No If yes, please explain:

Have you ever had, or been concerned that you may have an addiction to alcohol, drugs, pornography, or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?

Yes No If yes, please explain:

Is there any circumstance or pattern in your life which would make it inappropriate for you to serve with minors, or could compromise the integrity of Woodland Hills Church?

Yes No If yes, please explain:

Describe any condition or limitation that might restrict or prevent you from performing certain activities involved in the volunteer position for which you are being considered. (i.e. lifting, handling an emergency, participating in certain activities/sports, ect.)

Yes No If yes, please explain:

Do you have a contagious or infectious disease or condition that could be transmitted to others in the volunteer work you would be performing?

Yes No If yes, please explain:

7. Positive Interaction with Minors

As ministry leaders, we must go above and beyond our responsibilities to promote a healthy and safe environment, insuring that we protect young people and their parents, volunteers and staff, our congregation, and the reputation of Christ.

These guidelines pertain to ministry sponsored or related activities of Woodland Hills Church and relationships that form as a result of these activities.

Adults involved in our ministry must strive to build trusting relationships with students AND their parents. Adults need to obtain approval from the ministry associate pastor and a parent/gaurdian for all meetings with minors outside of scheduled activities.

The Rule of Three

It is always preferred that there be at least three people present when students and adults are together.

Public Meeting Places Only

Adults and students should always try to meet in a public place like a restaurant, library, or common area of the church building. Adults should avoid being alone in a non-public place with a minor. This includes riding in a vehicle, talking behind closed doors, meeting in homes, ect. Adults who give rides to groups of students need prior written approval from the student's parent* and also should be aware of the liability concerns regarding passenger safety.

Permission Guidelines

In some situations, adults may need to have one-on-one meetings with minors. These meetings require the ministry associate pastor's approval, and direct permission from the student's parent.

Relationship Guidelines

Adults may not date or be romantically involved with a minor, or any student that is currently in High School.

Adults should avoide questionable and inappropriate physical contact with minors. When having physical contact with students, touch should be limited to placing a hand on a student's shouolders, hands, arms, head, or upper back. Adults should not ask students for hugs or other forms of physical contact, and should redirect students to less intimate expressions of affection. Adults should also avoid extended physical contact with students, having students sit on laps, and giving or receiving massages.

Adults should never touch students to express power or restraint. If a students is acting out of line and does not respond to your kind redirecting, ask them to step aside from the group. Then, gently explain to them that they are not acting appropriately. NEVER yell at a student or embarrass them in from of their peers.

I, the undersigned, have read, agree with, and comply to the Preliminary Gudelines for Positive Interactions with Minors.

X Signature _____ Date _____

Print Name _____

Revised January, 2016 Woodland Hills Church + St Paul, MN + www.whchurch.org

* The written permission is in the form of an annual liability release form completed by parents/gaurdians.

8. Ministry Commitment

By submitting this application, I agree to participate as a leader in the following ways:

I will commit to growing in spiritual maturity through a personal relationship with Jesus, and participation in Christian Community

I will be respectful and teachable to the leadership of Woodland Hills Church, serving in a spirit of humility, teamwork, and other-oriented love.

I will strive to model, communicate, and demonstrate the story, vision, and values of the Emerging Generation ministry to students, other volunteers, and staff.

I will fully participate in my designated role during weekly services, Echo events, Journey Groups, Team room activities, and Echo relationships.

Signature _____ Date _____