



COURT APPOINTED SPECIAL ADVOCATES OF THE DISTRICT OF COLUMBIA
VOLUNTEER APPLICATION FORM (PART I)

(Please Print or Type)

- NAB
- FTC
- SM

Personal Information

Name: *(Last, First, Middle)* _____

Address: _____

Social Security No.: _____

Home Phone: _____ Work Phone: _____ Ext: _____

Fax: _____ Pager: _____

Mobile: _____ E-mail: _____

Emergency Contact: _____

Emergency Phone: _____

Volunteer Demographics

Gender: _____ D.O.B.: _____ Ethnicity: _____

Education (highest level): _____

Primary Language: _____

Secondary Language(s): _____

Disabilities: _____

Place of Birth: _____ Marital Status: _____

How long have you lived in Washington, DC? _____

Do you drive? Yes No Do you have an automobile available to you? Yes No

Driver's License number/State: _____

Auto Insurance carrier/Policy number: _____

Are you presently enrolled in school? Yes No

If yes, name of school and course of study: _____

Employment Information

Place of Employment: _____

Status (Full-time or Part-time): _____

Position: _____

Brief Description of Work: _____

Supervisor's Name: _____

Work Address: _____

Work Fax: _____ Work e-mail: _____

May you be called at work? Yes No Work Hours: _____



Volunteer Commitment and Experience

How did you learn about the CASA program? _____

Current community activities: _____

Previous volunteer activities: _____

As a CASA volunteer you will be required to attend court hearings for the children you represent.

Will you be able to arrange your schedule to attend these hearings? Yes No

Are you willing to commit to one year of volunteer services? Yes No

Have you had any personal experience(s) involving:

Child Welfare

Foster Care

Court System

Other agencies offering services to a child

If so, please explain:

Background Information

Have you ever been arrested for a crime? Yes No

If yes, what charge? _____

Date of Arrest: _____ Where? _____

Were you convicted? Yes No

What was the final disposition? _____

Do you consent to a routine check of your criminal records? Yes No

Can you think of any reason why a judge might be reluctant for you to serve as a CASA volunteer?

References

Please list the names of three references, other than relatives. Two of your references should be from supervisors you have previously worked for, or are currently working with, as a paid employee or volunteer. Have each of your references complete the enclosed form and return it to the CASA DC office.

1. Name: _____

Company and Address: _____

City, State, Zip Code: _____

Phone: _____

Relationship: _____

2. Name: _____

Company and Address: _____

City, State, Zip Code: _____

Phone: _____

Relationship: _____



3. Name: _____
 Company and Address: _____
 City, State, Zip Code: _____
 Phone: _____
 Relationship: _____

AFFIRMATION AND RELEASE

I, _____, hereby affirm that all of the answers provided on my volunteer application are true. I hereby authorize Court Appointed Special Advocates for Children of the District of Columbia to investigate my background to determine my fitness as a potential volunteer. I understand that the information requested in this application will be used only for the purpose of determining suitability as a CASA volunteer. Further, I understand that after the successful completion of my training, I will be expected to serve a minimum of one year in the CASA program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the program director with as much advance notice as possible. I am aware of the sensitive and confidential nature of the official documents, reports, and other material I will examine in my capacity as a CASA volunteer.

Criteria used in the selection of volunteers will be used solely to insure that the individual is able to meet the responsibilities of a CASA. No individual will be rejected because of race, color, religion, creed, national origin, gender, age (if 21 or older), or marital status. Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose risks to children or the CASA program’s credibility will not be invited to volunteer with CASA for Children of DC.

Name (please print): _____

Signature: _____ Date: _____

PART II

Please answer the following questions in paragraph form on a separate piece of paper:

1. Write a short summary about your interest in volunteering and how you hope to benefit from this volunteer experience.
2. Briefly explain what led to your decision to apply for a position in the CASA program.
3. Briefly explain your philosophy of parenting, including the rights and responsibilities of both parents and children.
4. Briefly explain what role you believe society should play in:
 - (a) Protecting the rights of children;
 - (b) Helping a family overcome hardships and remain living together as one unit.
5. Please attach your most recent resume.

PLEASE RETURN YOUR COMPLETED APPLICATION AND ESSAYS TO:

Attn: Program Assistant
 CASA for Children of DC
 515 M Street, SE
 Building 74, Suite 200A
 Washington, DC 20003
 Phone: 202-887-0007
 Fax: 202-887-0010



CASA Volunteer Reference Form

Date: _____

To Applicant: Please complete the following information and copy this form for each of your references. Forward one Volunteer Personal Reference form to at least 3 different references that are qualified to assess your potential as a child advocate. At least 2 of the references should be from current or former supervisors in a paid or volunteer position. Personal references, other than relatives, are acceptable. Please give the form to your references after submitting your application and have them forward the completed form directly to our office.

Name of Applicant: _____

(Please Print) *Last* *First* *MI*

Applicant's Signature: _____

Name of person providing reference: _____

Position: _____

To Referee: The above named applicant is applying to be a volunteer Court Appointed Special Advocate (CASA) (see attached information) and is seeking a reference from you. To assist in our evaluation of the applicant, we would appreciate if you would complete the following reference form and fax or mail the form to the CASA office at your earliest convenience. This information will help us determine the applicant's suitability to become a volunteer CASA for children. Please be assured that any information you submit to our program will be held in the strictest confidence and reviewed only by program staff.

Name of person providing reference: _____

Company (if professional reference): _____

Position: _____

Address: _____

Street *City* *State* *Zip*

Telephone no.: _____

1. In what capacity do you know the applicant? _____

For how long? _____

2. Do you have knowledge of how the applicant relates to children? Yes No

If yes, please explain: _____

3. Can applicant separate his/her personal life from a volunteer work experience? _____



4. Check as many of the following that describe the applicant:

- Domineering Nervous Friendly Assertive Tactful
- Leader Happy Aggressive Considerate Cooperative
- Reserved Moody Opinionated Follower Well-adjusted
- Arrogant Unhappy Stubborn Confident Lacks Confidence

5. Would applicant have problems working with any of the following:

- Racial minorities Males Various religious preferences
- Females Handicapped

Explain:

6. How well does the applicant finish projects and activities?

- Very well Well Average Fair Poor

7. To your knowledge, has the applicant ever had a problem with substance abuse?

8. Do you feel that the applicant is in a position to make a year-long commitment to a child?

9. Are you comfortable recommending this person as a Court Appointed Special Advocate to a child?

Please use the space below to add any additional comments summarizing your view of the applicant and their ability to work on behalf of an abused or neglected child.

Signature

Date

Please return form to:
 Attn: Program Assistant
 CASA for Children of DC
 515 M Street, SE
 Building 74, Suite 200A
 Washington, DC 20003
 (P) 202-887-0007
 (F) 202-887-0010