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THE INFORMATION OBTAINED IN THIS FORM WILL BE KEPT CONFIDENTIAL

This screening form is to be completed by all applicants for any position (volunteer or compensated). This is not an employment application form. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment.

PERSONAL INFORMATION

Date _____
Name _____
(First) (Middle) (Last)
Date of Birth _____ Social Security No. _____

Identity must be confirmed with a state driver's license or other government-issued ID.
Do you have a current driver's license? _____ If yes, DL# _____ Issuing State _____

Present Address _____

City _____ State _____ Zip Code _____ Phone # _____

Previous states you have lived in for the last 10 years _____

Have you been convicted of or pleaded guilty to a crime? _____ If yes, please explain fully _____

Have you ever committed, or has any civil action ever been filed against you for reasons related to sexual misconduct or child abuse? _____ If yes, please explain _____

Have you ever resigned from employment or been disciplined or terminated by an employer for reasons related to sexual misconduct or child abuse? _____ If yes, please explain _____

Other than the above, is there any fact or circumstance involving you or your background that might call into question your being entrusted with the supervision, guidance and care of children and youth? _____ If yes, please explain _____

CHURCH HISTORY AND PRIOR YOUTH WORK

(Please list organizations' names, addresses, type of work performed and dates)

Please list any churches that you have attended regularly during the past 5 years

If you attended other Churches, please list a Reference or Contact from at least one of these churches who can write testament to the work you engaged in at that institution:

1. Name _____
Address _____ Email _____

Phone # _____



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Describe any church volunteer work over the past 5 years _____

Describe any youth work (at churches or other organizations) over the past 5 years

In what ways have you participated in Live Oak over the past 6 months? _____

PERSONAL REFERENCES (not former employers or relatives)

1. Name _____
Address _____ Email _____

Phone # _____

2. Name _____
Address _____ Email _____

Phone # _____

Applicant's Statement

The information contained in this screening form is correct to the best of my knowledge. I authorize any references or churches listed in this form to give Live Oak UU any information (including opinions) that they may have regarding my character and fitness for work in an environment where children or youth may be present. In consideration of the receipt and evaluation of this screening form by Live Oak UU, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization, excepting only the communication of knowingly false information.

I (check one):

waive

do not waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to be bound by the Code of Conduct and policies of Live Oak UU in the performance of my services on behalf of the church. I understand that Live Oak Unitarian Universalist Church will obtain information relating to my criminal history record. The criminal history record, as received from the reporting agencies, may include arrest and conviction data as well as plea bargains and deferred adjudication. I understand that this information will be used, in part, to determine my eligibility for an employment/volunteer position with this organization. I also understand that as long as I remain an employee or volunteer here, the criminal history records check may be repeated at any time.

I understand that I will have an opportunity to review that criminal history and a procedure is available for clarification, if I dispute the record as received. I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Live Oak Unitarian Universalist Church, and each of their officers, directors, employees, and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become a volunteer/staff member.



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I _____ further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement, which I have read and understand.

By my signature below, I give Live Oak Unitarian Universalist Church permission to run a background check.

Applicant's signature _____ Date _____

Witness _____ Date _____

Code of Conduct for Adults Working with Children and Youth

Live Oak Position Statement

Adults working with children and youth in the context of our Unitarian Universalist faith, have a crucial and privileged role. To help our children grow up to be caring and responsible adults can be a meaningful and joyful experience for the adult and a lifetime benefit to the young person. It is important to recognize that this role carries with it both power and influence. Whether acting as a youth advisor, chaperone, child-care worker, teacher, minister, mentor, or any other role, the adult has special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and to the adult. Adults who work with children and youth at Live Oak events are expected to always have the best interests of children and youth at heart.

●Expectations

Adults are expected to nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, respectfulness, and fun. Our charge to children and youth workers is to encourage kindness and genuineness among the children and youth, and to discourage unkindness and falseness. We intend to create an environment in which children and youth will be able to explore the spiritual and religious nature of their lives, both as individuals and communities. We expect that one person's enjoyment will not be at the expense of another person's health or self-esteem. In light of this, there are some specific expectations that Live Oak Unitarian Universalist Church has of adults working with children and youth. They are as follows:

●**Unofficial Contact With Youth** – Sometimes a genuine mentoring relationship will develop between a youth and an adult. These can be not only healthy, but also transformative for both. However, it is our concern that a “predator,” who does not have the best interest of the youth at heart, will try to disguise an unhealthy relationship with a youth as a mentoring relationship. Therefore, if you wish to be in contact with a youth outside the normal channels of church-sponsored events, it is imperative that your behavior both be and appear to be above reproach. Any relationship you develop with a youth outside of church-sponsored events must be with the knowledge and consent of the parents. Furthermore, you should let an appropriate member of the Safe Congregation Committee know what you are doing. This is for the protection of the youth from potential predators, but also for your own protection. You will best protect yourself from false accusations of misconduct by keeping the Safe Congregation Committee and the parents informed of your actions.

● **“Friendship” with Youth** – Although we hope that youth and adults will have genuine fondness for one another, any adult who looks to youth for “friendship” is not sufficiently mature to be in a position of responsibility over them. A “friendship” is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is antithetical to the adult/youth relationship, where the adult is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. It is expected that relationships that an adult has with youth who have grown to adulthood will not become exploitative.



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● **Sexualized behavior** – Adults play an important part in helping our youth develop healthy identities as sexual beings. Children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care. It is never appropriate to engage in any manner of sexual behavior with a child or youth. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It is not appropriate to tell jokes with sexual content, for example, or to make “double entendres.” Physical expressions of affections such as hugs have their place, but it is best to allow the child or youth to initiate them and the adult must be sensitive not to allow them to be prolonged.

● **Confidentiality** – Adults who work with children and youth under the aegis of the church are responsible not only to the children and youth, but to the church as well.

Remember: you are acting both ethically and legally as an agent of Live Oak Unitarian Universalist Church.

Sometimes you will learn that a child or youth is the victim of abuse, is suicidal, has a serious drug problem, etc. **YOU MUST NOT KEEP SUCH INFORMATION TO YOURSELF.** For this reason, please do not ever give children or youth the impression that you will keep secrets for them.

CONFIDENTIALITY IS NOT SECRET KEEPING. For the most part, a covenant of confidentiality will mean that you do not repeat information told to you in confidence. However, when the information is of a major crisis nature, encourage the child or youth to seek help from a parent or other authority figure. In addition, you yourself **MUST** consult with a person of greater authority in the church, such as the Minister, the DRE, a member of the Safe Congregation Committee to discuss an appropriate course of action.

Accordance with This Code of Conduct

Any Live Oak Unitarian Universalist staff or volunteer working with children or youth who disagrees with any provision of the code is free to discuss their opinions with the Minister or the Safe Congregation Committee. However, until such a time as the church chooses to alter any portion of its provisions, the worker must abide by the code as written. By signing below, I indicate that I have read this Code of Conduct and agree to abide by it.

Further, I agree to refrain from any conduct that may constitute verbal, emotional or physical abuse. If I violate any of these provisions, the church leadership will take appropriate action, and I may become ineligible to work with children or youth at Live Oak Unitarian Universalist Church.

Signature _____ Date _____

Printed name _____