

Orientation: \_\_\_\_\_  
Application Rec'd: \_\_\_\_\_  
Interview: \_\_\_\_\_



## CASABaltimore

### VOLUNTEER APPLICATION FORM

**PLEASE PRINT**

How did you become aware of CASA of Baltimore? \_\_\_\_\_  
\_\_\_\_\_

---

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

---

Home Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

---

Social Security Number \_\_\_\_\_ Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

---

Email Address \_\_\_\_\_ Emergency Contact Name and Phone Number \_\_\_\_\_

---

Place of Employment (If employed) \_\_\_\_\_ Position/Job Title \_\_\_\_\_

Employment Status:  full-time  part-time  not employed  retired  
 student, full-time  student, part-time

---

Sex \_\_\_\_\_ Ethnicity \_\_\_\_\_ Marital Status \_\_\_\_\_ No. of children \_\_\_\_\_

---

Highest Degree Obtained \_\_\_\_\_ Primary lang./Secondary lang. \_\_\_\_\_

Do you drive?  Yes  No Driver's License No.: \_\_\_\_\_

Do you have regular access to a car?  Yes  No

Have you ever been convicted of a crime other than a traffic violation? Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

---

Has there ever been an allegation of child abuse and/or neglect made against you?  
 Yes  No if yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

If you have lived in any state besides Maryland in the past five years, please provide your previous out of state addresses (for the last five years only) if applicable:

---

---

---

Briefly describe your past or present personal or professional experience with any of the following agencies: Department of Social Services: \_\_\_\_\_  
 Juvenile Court System: \_\_\_\_\_  
 Legal Aid Bureau: \_\_\_\_\_  
 Other Child Welfare Agencies: \_\_\_\_\_

Please list three (3) non-family references. At least one reference must be someone from your place of employment.

1. \_\_\_\_\_  
 Name Relationship

\_\_\_\_\_

Address City/State/Zip Phone

2. \_\_\_\_\_  
 Name Relationship

\_\_\_\_\_

Address City/State/Zip Phone

3. \_\_\_\_\_  
 Name Relationship

\_\_\_\_\_

Address City/State/Zip Phone

If you have previously volunteered with a CASA program in another jurisdiction in Maryland or in another state, do you give permission for CASA of Baltimore to contact staff at that CASA program?

\_\_\_\_\_  
 Yes No Location of previous CASA program and name of contact person

List your community activities, memberships in clubs, religious and professional groups and other organizations you are involved with:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**YES**

**NO**

Does your schedule permit you to attend meetings and court hearings? \_\_\_\_\_

Will you be able to be contacted at work by your CASA supervisor? \_\_\_\_\_

Will you be able to attend the 35-hour pre-service training required? \_\_\_\_\_

Are you willing to commit to one year of volunteer service? \_\_\_\_\_

Do you consent to a routine check of your criminal records? \_\_\_\_\_

Do you consent to a routine check of your driving records with MVA? \_\_\_\_\_

Do you consent to a routine clearance by the Department of Social Services? \_\_\_\_\_

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

Do you have any special skills, interests and/or hobbies? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN PARAGRAPH FORM ON A SEPARATE SHEET OF PAPER.**

- Briefly explain your philosophy of parenting, including the rights and responsibilities of both parents and children.
  
- 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.
  - c.
  
- Write a brief statement on why you have chosen to work with the CASA program at this particular time in your life.

*I understand the sensitive nature of the work of CASA and therefore, give my consent for a criminal background, child protective service agency and motor vehicle record check to be completed and the above references to be contacted.*

\_\_\_\_\_  
*Signature of CASA Applicant*

\_\_\_\_\_  
*Date*

**PLEASE COMPLETE THIS APPLICATION AND RETURN TO:**

***CASABaltimore***

P.O. Box 13004  
Baltimore, Maryland 21203

Email: admin@casabalt.org  
Website: www.casabalt.org  
Fax # 410-244 -1460

*If you should decide not to pursue the application process please let us know. If you are interested in volunteering in another way, please call to talk to us! 410-244-1465. Thank you so much for your interest in CASA of Baltimore, Inc.*

**PLEASE REVIEW AND COMPLETE THE FOLLOWING PAGE.**

I understand that by submitting this application, I am authorizing inquiries to be made concerning my suitability as a volunteer. I give my consent for a criminal background, child protective service agency and motor vehicle record check to be completed and the above references to be contacted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that completing and returning this application does not automatically guarantee that I will be accepted for training.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

No applicant will serve as a CASA volunteer until all required documentation has been received and reviewed by the Executive Director or the Director's designee. The Executive Director shall have the sole discretion to accept or reject any application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I understand that because of the confidential nature of the screening process, this agency is not obligated to disclose to me reasons or sources for any decision concerning my acceptance or non-acceptance into the program. I understand that the agency has to take the best interest of the children into consideration first when matching them with a CASA. Thus, I understand that:

1. CASA of Baltimore is not obligated to assign, or to actively seek to assign me to a child.
2. I am not obligated, if called upon, to perform volunteer services herein applied for.
3. No individual will be rejected because of culture, disability, ethnicity, gender, marital status, national origin, race or sexual orientation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CASA of Baltimore will hold all information in the volunteer's file in the strictest confidence. Such information becomes the property of CASA of Baltimore. If I become an active volunteer with the agency then I may request, in writing, a copy of my volunteer personnel file. If I dispute such documents or information placed in my volunteer file, then I may make a written request to the Executive Director of CASA of Baltimore to review my volunteer file with a CASA employee to address such disputes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I give permission for CASA of Baltimore to release information about my application, acceptance, and/or participation in this program to any other CASA program to which I may apply in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I certify that all statements herein are complete and correct, and understand that any misrepresentation or omission made by me in this application or any supplement hereto will be sufficient grounds for immediate termination.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***CASA of Baltimore will reject 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.***