

## General Information

Please complete all applicable information.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Occupation: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Father/Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Mother/Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Marital Status: Single Married Divorced Widowed

Spouse's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any children? YES NO If yes, please list their names and ages. *Circle the ones living at home.* \_\_\_\_\_

## Experience and Interests

List previous employment or volunteer work involving children or students (church and non-church). Use a separate sheet if necessary.

Location	Contact Name	Phone	Type of Work	Dates

List any gifts, callings, training, education, or other factors that have prepared you for teaching:

\_\_\_\_\_

Do you have any law enforcement or medical training, or are you CPR certified? YES NO Explain: \_\_\_\_\_

\_\_\_\_\_

## Spiritual Growth Information

Have you personally accepted Jesus Christ as your Lord and Savior and are you committed to having the character of Jesus live through you? YES NO If yes, when did you make your profession of faith in Christ? Date/Age: \_\_\_\_\_

Were you baptized by immersion? YES NO Date/Age: \_\_\_\_\_

Are you a member of this church? YES NO If yes, how long have you been a member? \_\_\_\_\_

What Worship Service do you attend: \_\_\_\_\_

What Community Group are you a part of? \_\_\_\_\_

Tell us about your spiritual journey to date. Use a separate sheet if necessary. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

## References

List 3 adults you have known for at least **six months**, who are not related to you and have a definite knowledge of your character and ability to work with children or students.

- Shadow Hills Staff, Community Group Leader, or Deacon. (list only if known for **six months**. If not, list a church member.)  
Name: \_\_\_\_\_ Occupation/Church Role: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_
- Employer/Supervisor (paid or volunteer)  
Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_
- Friend or Neighbor  
Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Nature of Relationship: \_\_\_\_\_ Length of Time Known: \_\_\_\_\_

## Legal Background

Please answer the following questions openly and honestly. *Any applicant ever convicted of child sexual abuse, physical abuse, or domestic violence should not volunteer in any church sponsored activity or program for children or students.* The fact that applicants have a criminal record will not be an automatic bar to work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed, and subsequent rehabilitation will be taken into account. These will be evaluated at the discretion of church leaders.

- Do you currently partake in the use of alcohol, tobacco, marijuana, or other drugs? YES NO
- Have you ever been convicted of or pled guilty to the use or sale of drugs? YES NO
- Have you ever been hospitalized or treated for alcohol or substance abuse? YES NO
- Have you ever been arrested for a criminal offense excluding minor traffic violations? YES NO
- Have you ever been accused, arrested, or convicted for any sexually related crimes? YES NO
- Have you ever been accused, arrested, or convicted for any abuse related crimes? YES NO
- Are you currently engaging in any lifestyle choice(s) that would morally conflict with Biblical teachings? YES NO

If you answered yes to any of the above questions please explain: \_\_\_\_\_

\_\_\_\_\_

Are there any health-related reasons or physical limitations that would keep you from effectively working with children or cause any potential harm to children? YES NO If yes, please explain: \_\_\_\_\_

\_\_\_\_\_

## Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or other organizations listed in this application to give you any information they may have regarding my character and fitness for working with children or youth and I release all such references from liability for any damage that may result from furnishing such evaluations to you.

Should my application be accepted, I agree to follow the Policies of Shadow Hills Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.

I authorize that a Criminal Records Check may be conducted on me and that any information which pertains to any record of convictions contained in police files or any criminal file maintained on me whether state or local be released to the church. In so authorizing, I release any Police Departments, Shadow Hills Church, or those individuals receiving the results of the check from any and all liability resulting from such disclosure.

I understand that the personal information will be held confidential by the professional church staff.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if minor) \_\_\_\_\_ Date \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

## General Guidelines and Requirements for Family Ministry Volunteers

The work of our Lord is so important that it requires our undivided attention and commitment. The Family Ministries of Shadow Hills feels it is vital to ask those who serve with the Church commit themselves in the following areas:

- Be a member of Shadow Hills Church; be baptized by immersion; attend the membership class.
- Have a healthy and growing relationship with Christ by actively participating in a weekly worship service (**at Shadow Hills**) and be a part of a Bible study or Community Group.
- Understand your attitude is an influence on others and maintain a positive attitude toward the church and its ministries.
- Know that if your conduct (including posts/comments on social media) does anything to taint your influence for Christ or the unity of His body of believers, you can be asked to step down from your position.
- Successfully complete the Family Ministries' application, background check, and review process with the appropriate ministry director.
- Maintain active communication and involvement with ministry leadership staff and co-teachers (i.e. lesson planning, communicating absences, prayer needs, concerns, attending trainings, and participating in leader fellowships).
- Be committed to at least ONE CALENDAR YEAR of serving following the four week evaluation period. *This excludes serving with special events like Vacation Bible School.*
- Be involved in at least 80% of your ministry's activities and events.
- Encourage, engage, and nurture students through intentionality and joyful service.
- Support Shadow Hills in maintaining a clean campus (i.e. stacking chairs, putting away supplies, emptying trash, sweeping and general cleanup).
- **NEVER** be alone with a minor OR assist a child in the bathroom alone.
- **NEVER** leave a minor in a classroom without an adult; children cannot watch children.
  - Anyone under the age of 18 is considered a minor.
  - *Youth volunteers must be at least 12 years old to serve.*
- Youth volunteers are **NOT** to lift, carry, or hold children. *(See ministry handbook for specific details)*
- Adult volunteers must abide by ministry specific policies regarding conduct and contact with students/minors.
- Only use phones and media devices to enhance and enrich (not distract from) the classroom environment.
  - Supplementary resources **MUST** be approved by ministry directors prior to use in the classroom.
- Do not bring friends/visitors to sit in your classroom unless they have undergone the application/background check process and/or have been approved by the ministry director.
- Dress should be casual, comfortable, and modest.
  - You should be able to move without exposing your chest, belly, or bottom.
- Maintain proper hygiene.
- Be prompt, polite, courteous, and prepared for serving in your ministry area.
- **According to Nevada Revised Statute 432B.121(1), persons are required by law to report as soon as reasonably practical but not later than 24 hours after the person knows or has reasonable cause to believe that the child (under 18 years old) has been abused or neglected.**

By signing this form, you agree to uphold the standards of the Family Ministries of Shadow Hills Church.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature (if minor) \_\_\_\_\_ Date \_\_\_\_\_

Printed Parent/Guardian Name \_\_\_\_\_

### Applicant Checklist (FOR OFFICIAL USE ONLY)

Reviewer Name \_\_\_\_\_ Background Check Date Completed \_\_\_\_\_

Assessment Period: Start Date \_\_\_\_\_ End Date \_\_\_\_\_ Class(es) Observed \_\_\_\_\_

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Placement:  
 Day/Hour \_\_\_\_\_ Class \_\_\_\_\_ Start Date \_\_\_\_\_

# Family Ministries Application to Serve



## Shadow Hills

CHURCH

7811 Vegas Drive

Las Vegas, NV 89128

702-880-7811

Shadowhills.org

Applicant Name: \_\_\_\_\_

*This screening form is to be completed by those desiring a ministry position involving the supervision and/or instruction of children birth through twelfth grade. It is being used to help the church provide a safe and secure environment for those children who participate in our programs and use our facilities. All information received in the application process will be kept confidential and stored with limited access afforded only to church staff.*