

COURT APPOINTED SPECIAL ADVOCATES



CASA Inc. OF LARIMER COUNTY

VOLUNTEER APPLICATION PACKET

**Larimer County Justice Center
201 LaPorte Ave., Suite 100, Third Floor
Fort Collins, CO 800521
Phone (970) 498-6180
Fax (970) 498-6130
Lynn@casalarimer.com**

**Volunteer Coordinator
(970) 377-9445
Serena@casalarimer.com**

Thank you for your interest in CASA, Inc. of Larimer County. We are very pleased that you have decided to pursue this volunteer opportunity to help children in our community. At the same time, we are aware that this is a rigorous screening process and it involves a lot of your time but please bear with us as our only purpose is to ensure the safety of the children who are referred to us by the courts. Feel free to contact us anytime with your questions or concerns. Upon receipt of your application, we will call you to schedule an interview. Once again, thank you for your time. We look forward to meeting you soon.

THE FOLLOWING ITEMS MUST BE COMPLETE AND RETURNED PRIOR TO THE INTERVIEW TO:

CASA

Larimer County Justice Center
201 LaPorte Ave., Suite 100, Third Floor
Fort Collins, CO 80521-2761

- Completed and signed application.
- Completed background form which includes DMV records.
We can send you the background form via regular mail, e-mail or fax. You can also complete the form at the CASA office. Call our Volunteer Coordinator to let us know what you prefer. The CASA volunteer is required to pay for the background check. The cost at this time is \$35:00 however, it can change depending in the company we are using by the time we received your application. If you have had a background check in the last year, bring a copy for us to go over; it may not be necessary to do a new one.
- Completed and signed release of authorization form.
- A copy of your current driver's license.
- A copy of your current auto insurance with expiration date.

WE WILL SUBMIT YOUR BACKGROUND AND DMV FORMS
TO THE APPROPRIATE AGENCY

Please call the Volunteer Coordinator at (970) 377-9445 should you have questions.



VOLUNTEER APPLICATION

PERSONAL INFORMATION:

Name (Last, First, Middle) _____
Nickname/Aliases

M F

Maiden Name: _____

Address (Street, City, State, Zip Code)

Home Phone Work Phone E-Mail Address Social Security Number

Cell/Mobile/Pager Fax

How long have you lived in Larimer County? _____

If less than five years, last residence (include dates/address/zip code): _____

Emergency Contact Phone

D.O.B.: _____ Place of Birth: _____ U.S. Citizen?
Y N Y N

What is your current state of health: _____

Do you have any allergies? Are you currently on any medications?
Y N Y N

Do you have any physical impairment of which we might need to be informed?
If yes, please explain: Y N

FAMILY INFORMATION

Name of Spouse or Significant Other: _____

If you have children, please complete the following information:

Name (first and last)	D.O.B.	Age	Gender
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

EMPLOYMENT

(Beginning with most recent or current, list history for the past three employers, including part time, temporary, or seasonal employment. Use separate sheet if necessary):

From (date)	To (date)	Employer	Job Title
_____	_____	_____	_____
Employer Address _____			Phone _____
Duties: _____			
May we contact you at work? _____		Hours: _____	

From (date)	To (date)	Employer	Job Title
_____	_____	_____	_____
Employer Address _____			Phone _____
Duties: _____			

From (date)	To (date)	Employer	Job Title
_____	_____	_____	_____
Employer Address _____			Phone _____
Duties: _____			

Were you ever discharged, asked to resign, furloughed or put on inactive status for cause, or subjected to disciplinary action while working in any of these organizations?

Y N

If yes, explain: _____

Have you resigned after being informed employer intended to discharge you?

Y N

If yes, please explain: _____

EDUCATION

Circle highest level of education completed (CASA does not require a college education):

High School: 9 10 11 12 College: 1 2 3 4 Graduate School: 1 2 3 4

Name of institution: _____

Degree Earned: _____ Year Received: _____

List any special skills and/or foreign language competencies (including sign language):

VOLUNTEER EXPERIENCE

Please list dates, agencies, duties and hours of any past or current volunteer work you have been involved with:

From (date) To (date) Agency Phone

Job Description /Duties

From (date) To (date) Agency Phone

Job Description /Duties

From (date) To (date) Agency Phone

Job Description /Duties

Have you ever been arrested, detained by police, or summoned into court (including traffic violations, arrests, jury duty)?

Y N

If yes, please complete the following: Police agency (city and state) _____

Date: _____ Disposition of case: _____

Do you consent to a routine check of your criminal records?
Y N

REFERENCES

(List four people who know you well enough to provide current and past information about you. Please include *one family member and at least two local references*.)

Name Relationship Years Known Phone (Home, Work)

Address (Street, City, State, Zip Code)

Name Relationship Years Known Phone (Home, Work)

Address (Street, City, State, Zip Code)

Name Relationship Years Known Phone (Home, Work)

Address (Street, City, State, Zip Code)

Name Relationship Years Known Phone (Home, Work)

Address (Street, City, State, Zip Code)

PLEASE ANSWER THE FOLLOWING QUESTIONS IN PARAGRAPH FORM

(Use a separate piece of paper if necessary.)

Write a short summary about your interest in volunteering and how you hope to benefit from the volunteer experience. _____

Briefly explain what led to your decision to apply for a position in the CASA program? (What attracted you to this particular program?) _____

Briefly explain your philosophy of parenting, including the rights and responsibilities of both parents and children. _____

Do you sincerely feel that you can commit yourself to the program for at least one year and spend an average of 15 hours per month on the case to which you are assigned?

Yes No Explain _____

Do you have any limitations on activities? Yes No
Explain _____

What questions do you have about CASA? _____

TRAINING EXPERIENCE

Do you have any training or experience in any of the following:

- | | | |
|--|---|--|
| <input type="checkbox"/> Medicine | <input type="checkbox"/> Mental Health | <input type="checkbox"/> Counseling |
| <input type="checkbox"/> Psychology | <input type="checkbox"/> Child Welfare | <input type="checkbox"/> Social Work |
| <input type="checkbox"/> Education | <input type="checkbox"/> Criminology | <input type="checkbox"/> Fundraising |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> News Media | <input type="checkbox"/> Grant Writing |
| <input type="checkbox"/> Law Enforcement | <input type="checkbox"/> Drug or Alcohol Abuse Programs | |
| <input type="checkbox"/> Advertising or Public Relations | | |

Would you volunteer for CASA in one of the above capacities? If yes, which one(s)? _____

CASA has other volunteer opportunities at times besides serving on a case; please let us know if you want to be informed about them.

I authorize CASA, Inc. of Larimer County to conduct an agency search as to any record I may have with the Court, Department of Human Services or other agency hereto.

I certify that I have made no willful misrepresentations, omissions or falsifications in this application, and that the entries made by me above are true, complete, and correct to the best of my knowledge. Any willful misrepresentation or falsification in this application will cause my disqualification for participation in the program and/or immediate termination, if discovered later.

Signature

Date

CASA, Inc. of Larimer County is an equal opportunity employer. CASA reserves the right to disqualify any applicant who would not be appropriate for the CASA program. Any applicant found to have been convicted of either 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 is not accepted as a CASA volunteer. CASA further reserves the right to terminate any volunteer who is inappropriate for the program.

Any applicant who is found to have committed a misdemeanor that is unrelated to or would not pose risk to children and would not negatively impact the credibility of the CASA program may be considered.