



Volunteer Application

The mission of the Lehigh County Court-Appointed Special Advocate (CASA) Program is to provide consistent, credible and trained volunteers who investigate, facilitate, monitor and advocate for Lehigh County's abused and neglected children in juvenile dependency court. These CASA volunteers serve as the "eyes and ears" of the Court. Input from these dedicated CASA volunteers assists the Court in making sound decisions that will provide safe, sure and permanent homes for these at-risk children

QUALIFICATIONS

Volunteers must be at least twenty-one years of age and must successfully complete screening requirements, including a written application, personal interview, at least three references and criminal background investigations. CASA volunteers shall be recruited and accepted into the Program without regard to gender, disabilities, age (21 or older), race or other condition.

DIRECTIONS

The information on this form will help us assess your qualifications to serve as a CASA volunteer. Please read the directions carefully and complete **all** sections of the form. Information provided by you is confidential. If your application is accepted, CASA Program staff will contact you to schedule a personal interview.

Name _____ Date _____

Date of Birth _____ Social Security Number _____ Gender _____

Any Previous Names (incl. Maiden) _____

Address _____
(Street)

(City) _____ (State) _____ (Zip) _____

Phone (cell) _____ (work) _____ (home) _____

May we call you at work? Yes No

E-mail address _____

How did you become aware of CASA? _____

Is your primary interest to learn more about becoming a CASA volunteer? Yes No

- If your primary interest in the CASA program is **not** in becoming a volunteer, or
- If you are **not** 21 years of age or older, or
- If you cannot commit to the time requirements of the program right now, would you be interested in any of these other areas to support the CASA Program?

Special Events _____
Office Assistance _____

Outreach _____
Marketing _____

Do you have any special talents you would like to share (competence with software programs, media contacts, enjoyment in decorating for receptions, etc.)?

How long have you lived in Pennsylvania? _____

Where did you previously live? _____

Name of Spouse/Significant Other _____

How does your spouse/significant other feel about your working with CASA?

In case of emergency, call _____
(Name) (Phone #) (Relationship)

Do you have any personal health concerns? _____ If yes, please explain: _____

Do you have a valid PA Driver's License? _____ PA Driver's License Number: _____

Do you have access to a car? _____ Car Insurance Company: _____

Do you have access to a computer?

Yes No

What is your employment status? Part-Time Full-Time Retired Not Employed

- **If Employed**, Supervisor's Name: _____

Company _____

Address _____

(City)

(State)

(Zip)

Employer's Phone: _____

Your position: _____

Have you had an opportunity to discuss CASA with your supervisor? _____

- **If Retired**, Previous Employer's Name: _____

- **Summary of Work History (or attach a copy of Resume/Curriculum Vitae)**

Are you fluent in any languages other than English? _____ If yes, please list: _____

Education and/or Special Training: _____

In the past year, have you had any of the following?

____ PA State Police **Request for Criminal Record Check** (SP4-164) Date: _____

____ PA **Child Abuse History Clearance** (Childline) (CY 113) Date: _____

____ **FBI Fingerprint Card** (FD-258) Date: _____
or other national fingerprint registry check such as LiveScan

Have you **ever** been arrested, charged, or convicted of a crime (misdemeanors and/or felonies)?

Yes _____ No _____

If yes, what charge(s)? _____

Date of Arrest(s) _____ Where? _____

NOTE: The CASA Program will conduct criminal background investigations for all applicants, including trained volunteers wishing to transfer from another CASA/GAL Program. Refusal to sign a release of information form or submit to fingerprinting for any of the checks will result in the rejection of the application. 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 accepted as a CASA volunteer. These criminal record checks will be conducted at least every four years for all active volunteers.

As a CASA volunteer, will you be able to participate in on-going training and court appearances?

Can you see yourself visiting with a family in their home, or with an institutionalized child?

Describe meaningful volunteer experiences (past and/or present):

Write a brief statement on why you have chosen to volunteer specifically with CASA at this particular time and how you hope to benefit from the experience:

What are your primary concerns about becoming a volunteer in the program?

What role do you believe society should play in protecting the rights of children? _____

What role do you believe society should play in helping a family overcome hardships and remain living together as one unit? _____

Please write/type a full-page autobiography (including the people or experiences that have influenced your life, goals you have achieved, hardships you have overcome, hobbies, special interests, and any affiliations that are important to your values):

REFERENCES:

IMPORTANT: it is your responsibility to contact at least three individuals to request that letters of reference be sent to the CASA office, either by surface mail (pre-addressed envelopes are provided) or email.

REFERENCES MAY NOT BE FROM FAMILY MEMBERS. At least two of your references must be professional (i.e. employer, co-worker, pastor, rabbi, former volunteer agency, etc.)

1. Name _____ Phone _____ Relationship _____

Address _____
(Street)

(City) (State) (Zip)

2. Name _____ Phone _____ Relationship _____

Address _____
(Street)

(City) (State) (Zip)

3. Name _____ Phone _____ Relationship _____

Address _____
(Street)

(City) (State) (Zip)

TRAINING SCHEDULE:

Please be aware that all volunteers are required to complete training prior to starting their advocacy work. Training consists of approximately 40+ hours of time and is typically held two evenings a week in Allentown from 5-8pm for a two-month period every spring and every fall. ***Additional opportunities for asynchronous web-training may be available upon request.**

Affirmation and Release

I, _____, hereby affirm that all the answers provided on my volunteer application are true. I hereby authorize the Lehigh County CASA Program to investigate my background to determine my fitness as a potential volunteer. I understand that if I am found to have been convicted of, or have 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 that I will not be eligible to 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 18-24 months in the CASA Program. If unforeseen circumstances prevent me from fulfilling the 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.** I will only discuss these matters with those persons directly involved in the case or who will be consulted for their professional knowledge and expertise.

SIGNATURE: _____ **DATE:** _____
(indicates that CASA can verify information and contact references)



The following information will be used for statistical purposes only.

SEX: M F AGE: _____ KAPPA ALPHA THETA MEMBER:

ETHNICITY: Asian/Pacific Islander African American Latino
 Caucasian/Non-Latino Native American Bi-racial

EMPLOYMENT STATUS: Full Time Part Time Retired
 Student Not Employed

EDUCATION: High School/GED Some College
 College Graduate Post-Graduate



- Application Checklist:** _____ Completed **application**
 _____ One page **autobiography**
 _____ **CASA trainee** will request **references** from three individuals
 _____ Summary of recent work history or **Resume/Curriculum Vitae**
 _____ Provide copies of any **clearances/Mandated Reporter** training certificates that are less than a year old

Please return completed application to:

Lehigh County CASA Program
Phone: 610.782.3858
Fax: 610.782.3734
Email: CASA@lehighcounty.org