



Mission Statement

Court Appointed Special Advocates (CASA) of Deep East Texas trains and supervises volunteers to speak in court for child victims of abuse and neglect, in order to effectively prepare them for a hopeful, productive future in a safe, permanent home

VOLUNTEER APPLICATION

Date _____

Last Name _____ First Name _____

Are you known by any other names? _____

Address _____ City _____

State _____ Zip _____ How long have you lived in Texas? _____

If less than 5 years, your last address: _____

Home Phone # _____ Work Phone # _____

Cell Phone # _____ Fax # _____

Email address _____

Social Security # _____ Driver's License # _____ State _____

Date of Birth _____ Place of Birth _____ Sex: M F

Height _____ Weight _____ Hair Color _____ Eye Color _____

Language(s) you speak _____ Ethnicity _____

Education Completed High School ___ AA/AS ___ BA/BS ___ MA/MS ___ PhD/ED ___

Current Student ___ Where? _____

How did you hear about the CASA of Deep East Texas program? _____

Have you ever applied to this or another CASA program before? _____

When do you plan to start training? _____

Additional questions _____



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EMPLOYMENT HISTORY (present employer first):

Names of Company & Dates Employed	POSITION	SUPERVISOR	ADDRESS & PHONE #	REASON FOR LEAVING

List any community groups in which you are presently active (professional associations, faith communities, service organizations, etc):

Do you have any experience working with children? Yes _____ No _____
 (If yes, please give organization names and details)

Do you give CASA of Deep East Texas, Inc. permission to obtain information from these companies and/or community organizations? Yes _____ No _____

If no, please explain _____



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Current Employment Status:

Full Time _____
Part Time _____
Retired _____
Other _____

Hours: _____

Current Marital Status:

Single _____
Committed Relationship _____
Married _____ Date _____
Widowed _____ Date _____
Divorced _____ Date _____
Separated _____ Date _____

If you are currently employed, will you be able to take time off for required daytime casework, including court appearances, mediations, case staffings & family visitations at DFPS? ___ Yes ___ No

If married/committed: Spouse/Partner's Name _____

Spouse's Employment and Position _____

Please list names and ages of all of your children and where they reside: _____

Are you currently involved in any type of custody battle? _____

Please answer the following questions in as much detail as possible. Please use complete sentences and appropriate punctuation.

Explain why you are interested in becoming a CASA.

What skills and abilities do you have that you think will make you a good CASA?

Explain any hesitations or concerns you have about being a CASA.



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Please answer the following questions and give details and explanations including “who” and “when” and identify outcomes if answer is yes.

Have you or your family had personal/professional experience with:

- | | | |
|------------------------------|----------------|-------|
| Child Protective Services | Yes ___ No ___ | _____ |
| Juvenile Court System | Yes ___ No ___ | _____ |
| Foster Care | Yes ___ No ___ | _____ |
| Other child service agencies | Yes ___ No ___ | _____ |

- | | |
|---|----------------|
| Have you been hospitalized for an emotional issue? | Yes ___ No ___ |
| Do you now, or have you had a drug/alcohol abuse or dependency problem? | Yes ___ No ___ |
| Do you have any kind of health impairment? | Yes ___ No ___ |

Details: _____

Have you or has anyone in your family ever abused substances including alcohol, illegal drugs, or prescription medication? ___ Yes ___ No

Details: _____

If you checked yes to any of the above listed questions, how do you think these experiences will impact your work as a CASA?

Details: _____



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CRIMINAL HISTORY

CASA of Deep East Texas will ask all volunteers to grant permission to CDET to run several background checks which will reveal any arrest, charge or conviction. Please respond to the following questions so that this history can be discussed and evaluated. **If you answer yes to any of the following questions, please offer an explanation in the space provided below.**

- Have you ever been arrested/charged and/or convicted of a misdemeanor? Yes ___ No ___
- Have you ever been arrested/charged and/or convicted of a felony? Yes ___ No ___
- Have you ever been or are you currently on probation? Yes ___ No ___
- Have you ever had your driver's license revoked or suspended? Yes ___ No ___
- Have you ever been arrested/charged or convicted of any sexual misconduct (including pornography)? Yes ___ No ___
- Have you ever been convicted of any of the offenses listed below? Yes ___ No ___
- Do you reside or have regular contact with persons with a criminal history involving offenses of violence, child abuse/neglect, or sex or drug related offenses? Yes ___ No ___

Details:

Crimes Against the Person	Crimes Against the Family	Public Indecency
Murder	Bigamy	Prostitution
Capital murder	Incest	Promotion of Prostitution
Voluntary/Involuntary Manslaughter	Interference with Child Custody	Aggravated Promotion of Prostitution
Criminally Negligent Homicide	Enticing a Child	Obscene Display or Distribution of Obscenity
False Imprisonment	Criminal Nonsupport	Sale, Distribution, or Display of Harmful Material to a Minor
Kidnapping	Sale or Purchase of a Child	Sexual Performance by a Child
Aggravated Kidnapping	Solicitation of Child	
Aggravated Rape	Harboring a Runaway Child	
Sexual Abuse	Violation of Court Order	
Aggravated Sexual Abuse		
Tampering with Consumer Products		
Public Lewdness		
Rape of a Child		
Indecency with a Child		
Assault		
Aggravated Assault		
Deadly Assault on a Peace Officer		
Injury to a Child		
Reckless Conduct		
Terroristic Threat		
Aiding Suicide		



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PERSONAL/PROFESSIONAL REFERENCES

Please provide **COMPLETE** contact information for three non-family references that have known you for at least one year.

Please do not list a relative or significant other. If you are employed, please list an employer or supervisor. CASA of Deep East Texas will mail a letter with a description of the CASA program and reference form for them to complete and return to our office.

By completing and signing this application you are giving permission for CASA of DET to inquire about your qualifications and character. Completion of this application also confirms that you understand that reference checks may be done in writing, by phone, or via email, and will include present and past employers, volunteer organizations, and personal references.

(1) Name _____ Phone _____

Address _____

Email Address: _____

Relationship to you: _____

(2) Name _____ Phone _____

Address _____

Relationship to you: _____

Email Address: _____

(3) Name _____ Phone _____

Address _____

Email Address: _____

Relationship to you: _____



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The Undersigned acknowledges and agrees that:

I am interested in becoming a CASA volunteer, and know of no reasons why I should not be assigned to a child in the CASA program. I am aware that the children CASA serves have been abused, neglected or abandoned by adults. I do not want to be another cause of disappointment to a child and acknowledge that I will make a commitment of at least one year to the child/ren and case to which I may be assigned.

As a CASA volunteer I agree to: (Please write yes or no)

- Commit a minimum of a year to being a CASA volunteer.
- Participate in CASA's new volunteer training which consists of a minimum of 30 hours.
- Complete a minimum of 12 continuing education hours annually
- Visit in person with the child/ren to which I may be assigned according to CASA policy.
- Prepare written reports to the court with the guidance and assistance of CASA.
- Participate in and attend court hearings and meetings on a child's case.

I understand that I will need to carry liability insurance on my car. I agree to maintain this minimum liability insurance throughout my program participation with CASA. I understand that in special circumstances with program approval I may transport a child during the course of my CASA duties, and must have proof of liability insurance in my CASA file if given permission to transport by the Executive Director. Yes _____ No _____

As an applicant to CASA of Deep East Texas I understand and acknowledge that:

CASA of Deep East Texas is not obligated in any way to accept me into the volunteer training program by submission of this application.

CASA of Deep East Texas retains the right to refuse any individual they assess who would not be in the best interest of the program and further, CASA is not required to state reason(s) for not accepting any volunteer applicant into the program.

(Read and initial _____)

I have read the list of offenses located on page five of the CASA of DET application in their entirety and understand that:

- A. Prohibition from serving in any capacity as a volunteer of a child-related child-focused agency may occur for any person convicted within 10 years (minimum), or with charges pending for:
 - a. Any felony or misdemeanor classified as an offense against person or family;
 - b. Any felony or misdemeanor involving public indecency;
 - c. Any felony violation of any statute intended to control the possession or distribution of any substance included as a controlled substance in the Texas Controlled Substances Act.
- B. Reassignment or removal from contact with children of any volunteer with a child-related/child-focused agency for any of the following reasons:



CASA OF DEEP EAST TEXAS

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- a. An indictment alleging commission of a felony classified as an offense against a person or family, or of public indecency, or of a felony violation of any statute intended to control the possession or distribution of any substances included as a controlled substance in the Texas Controlled Substance Act.
- b. An indictment alleging commission of a misdemeanor classified as an offense against the person or family or of public indecency;
- c. An official criminal complaint accepted by a district or county attorney alleging commission of a misdemeanor classified as an offense against the person or family of public indecency.

(Read and initial _____)

CASA of Deep East Texas will hold all information in my volunteer file in strictest confidence. Such information becomes the property of CASA of Deep East Texas.

I authorize CASA of Deep East Texas to conduct all background checks necessary to insure the safety and suitability of all program clients and participants including;

- 1) Social Security Number Verification
- 2) Criminal records from the court of jurisdiction in which you currently reside and/or work
- 3) State criminal records check
- 4) National Criminal Database
- 5) Child Abuse Central Registry

I understand that refusal to sign a release of information form to allow CDET to perform the required checks will result in rejection of my volunteer application.

I agree that the results of all background checks will be sent directly to the office of CASA of Deep East Texas. I understand that this information will be used, in part, to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer with this organization that the criminal history checks may be repeated at any time.

I give permission to CASA of Deep East Texas 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.

I have read and understand the above statements regarding expectations of a CASA, the criminal background check requirements and interaction with persons with a criminal record.

I have truthfully responded to all of the questions on this application and understand that failure to report truthfully can result in my immediate removal from the CDET program.

Signature of applicant

Date



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Affirmation of No Association

In order to assure that CASA of Deep East Texas is providing child victims of abuse and neglect with safe and appropriate volunteers, I affirm that I do not reside or have regular personal contact with persons with any of the below listed criminal history. I understand that failure to disclose such contact could result in my dismissal from the CASA of Deep East Texas program.

Crimes Against the Person	Crimes Against the Family	Public Indecency
Murder	Bigamy	Prostitution
Capital murder	Incest	Promotion of Prostitution
Voluntary/Involuntary Manslaughter	Interference with Child Custody	Aggravated Promotion of Prostitution
Criminally Negligent Homicide	Enticing a Child	Prostitution
False Imprisonment	Criminal Nonsupport	Obscene Display or Distribution
Kidnapping	Sale or Purchase of a Child	Obscenity
Aggravated Kidnapping	Solicitation of Child	Sale, Distribution, or Display of Harmful Material to a Minor
Aggravated Rape	Harboring a Runaway Child	Sexual Performance by a Child
Sexual Abuse	Violation of Court Order	
Aggravated Sexual Abuse		
Tampering with Consumer Products		
Public Lewdness		
Rape of a Child		
Indecency with a Child		
Assault		
Aggravated Assault		
Deadly Assault on a Peace Officer		
Injury to a Child		
Reckless Conduct		
Terroristic Threat		
Aiding Suicide		

Printed Name

Signature

Date

DFPS Background Check: Information Collection Form for CASA Employees / Volunteers

First Name	Middle Name	Last Name	
Other names or spellings used (married, maiden, alias, etc.) - First, Middle, Last			
Residence Street Address			
City	County	State	Zip Code
Residence Telephone Number	Alternate Telephone Number		
Date of Birth	Gender : <input type="checkbox"/> Male - <input type="checkbox"/> Female	SSN	
Race (check all applicable) <input type="checkbox"/> Asian <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Am Indian/AK Native <input type="checkbox"/> Nat Hawaii/Pac Island <input type="checkbox"/> Unable to Determine (or, none of the above)		Ethnicity (check one, only) <input type="checkbox"/> Hispanic <input type="checkbox"/> Not Hispanic <input type="checkbox"/> Unable to Determine	
List other places you have resided (for a minimum of the past 5 years)			
Eligible for Case Connection: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Email Address of the Subject of the Background Check:			

I am the person listed above and the information I provided is true and correct. I grant permission to the CASA program to request a Texas Abuse and Neglect background check through the Texas Department of Family and Protective Services on my behalf.

Signature: _____ Date of Consent: _____

DFPS Security Agreement for CASA Employees / Volunteers

This agreement is for individuals who are not employees of the Texas Department of Family and Protective Services (DFPS), but who will be provided confidential information as part of a project, contract, or agreement between DFPS and the organization the individual represents.

I understand and acknowledge that information made available to me by the Department of Family and Protective Services contains data that is considered confidential under law. I will use this information with discretion in performing my duties and responsibilities as a CASA Staff or volunteer and will disclose this information to other individuals only to the extent that it is specifically authorized under the contract or agreement in place between my organization and DFPS. If at any time a question or problem arises with regard to the release of information, I will not release the information until I am so authorized. Under no circumstances will I access or release confidential information for any purpose other than in the performance of my duties and responsibilities as a CASA staff or volunteer as they relate to the contract or agreement with DFPS. I understand that if I use this information in an unauthorized manner, I may be subject to prosecution under one or more applicable statutes and will no longer be allowed access to the information provided to my organization.

If I am eligible for access to Case Connection, I acknowledge that I have read and understand the DFPS Security Requirements provided to me as part of this security agreement.

Attached please find: DFPS Requirements and Guidelines for CASA organizations.

Signature

Date