

**VOLUNTEER APPLICATION**

Mail to: **Lookout Mountain Court Appointed Special Advocates**  
**P.O. Box 5615 Fort Oglethorpe, GA 30742**  
**423-255-6146**  
**Fax: 706-866-9003**  
**www.LookoutMountainCASA.org**

This form will help us assess your qualifications to serve as a volunteer Court Appointed Special Advocate, and will remain confidential. Please read the directions carefully and return completed application to our office. If you have any questions, please feel free to call the office.

**I. Personal Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (home) \_\_\_\_\_ (work) \_\_\_\_\_

May you be called at work? ( Yes / No ) Social Security # \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender: M F Place of Birth \_\_\_\_\_

Ethnicity \_\_\_\_\_ Resident of \_\_\_\_\_ County, for \_\_\_\_\_ years

What is the current status of your health? \_\_\_\_\_

Do you speak Spanish? ( Yes / No ) Other languages spoken \_\_\_\_\_

**II. Education (Circle highest level completed)**

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

Last School Attended \_\_\_\_\_ Date \_\_\_\_\_

Major \_\_\_\_\_ Degree \_\_\_\_\_

Are you currently attending school? Yes No

Do you have any special skills or licenses? If yes, please list \_\_\_\_\_

Are you a licensed driver? ( Yes / No ) Driver's License # \_\_\_\_\_

Do you have a car? ( Yes / No ) License Plate # \_\_\_\_\_

Do you have car insurance? ( Yes / No ) Insurance Co. \_\_\_\_\_

**III. Background Information**

1. Have you ever been:
- |    |  |     |    |
|----|--|-----|----|
| a. | Arrested or convicted for a crime against a child? | Yes | No |
| b. | Arrested or convicted for a violent felony?        | Yes | No |
| c. | Arrested or convicted for a sex crime?             | Yes | No |
2. If you answered yes to a, b or c above, can you produce a written declaration of a "Finding of Factual Innocence?"
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|
3. Have you ever been arrested or convicted of any crime not mentioned above?
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|
4. Are you or have you been the subject of or been involved in:
- |    |   |     |    |
|----|---|-----|----|
| a. | A reporting to a Child Protective Agency?   | Yes | No |
| b. | An adjudicated dependent of any juvenile court?                                     | Yes | No |
| c. | Placed under informal supervision in any county's children's social service agency? | Yes | No |

If you have answered "yes" to any of the questions above, please explain:  
(Attach additional sheets if necessary.)

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5. Are you currently paid or reimbursed to provide a service to children and/or parents within the child welfare and/or Juvenile Court system?
- |  |     |    |
|--|-----|----|
|  | Yes | No |
|--|-----|----|

**IV. Work/Volunteer History**

Circle current employment status:

Full-time    Part-time    Self-employed    Student    Unemployed    Retired

*Name and Address of previous employer or volunteer project.*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of employment \_\_\_\_\_ Duties \_\_\_\_\_

*Name and Address of previous employer or volunteer project.*

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_

Dates of employment \_\_\_\_\_ Duties \_\_\_\_\_

Part of your responsibility in this volunteer program is to be available to appear in court on the assigned dates. If you are employed, would you have difficulty being available for court hearings?

Yes No

List any other current community activities and memberships (club, church, professional, etc.).

\_\_\_\_\_  
\_\_\_\_\_

Hobbies/Special Interest \_\_\_\_\_

**V. Personal References**

Please give complete addresses - (One reference from a recent employer, one from someone who has seen you interact with children, and one personal reference). **No family members please.**

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Relationship \_\_\_\_\_

**VI. Email Information**

Do you use email as a communication tool? Yes No

What is your email address? \_\_\_\_\_

**AFFIRMATION AND RELEASE**

I, \_\_\_\_\_, hereby affirm that all of the answers provided are true. I hereby authorize Lookout Mountain *CASA* to investigate my background to determine my fitness as a potential volunteer. I understand that the screening process includes, but is not limited to: child abuse index check, fingerprinting, DMV check, references and interviews.

I understand that the information requested in this application will be used only for the purpose of determining suitability as a *CASA* volunteer. I understand that after successful completion of my training, and acceptance as an advocate, I will be expected to serve a minimum of one year in the *CASA* program. If unforeseen circumstances prevent me from fulfilling this obligation, I will submit my written resignation to the *CASA* Coordinator as soon as possible. I understand that *CASA* has the right to select, reject, or terminate any applicant. I am aware of the sensitive and confidential nature of the documents, discussions, and other material I will examine in my capacity as a volunteer advocate. I will discuss these matters only with those directly involved in the case.

Name (please print) \_\_\_\_\_

Signature: \_\_\_\_\_

In case of Emergency, contact: \_\_\_\_\_

Phone: \_\_\_\_\_

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 to the *CASA* program's credibility will not be accepted as a *CASA* volunteer.

**PLEASE WRITE A BRIEF STATEMENT EXPLAINING THE FOLLOWING:**

(Feel free to write on the back of this page or attach a separate page.)

. How did you hear about the Lookout Mountain *CASA* Program? \_\_\_\_\_

. Why are you interested in becoming a Court Appointed Special Advocate? \_\_\_\_\_

\_\_\_\_\_

. What experiences do you have that would be beneficial to you as a *CASA* and why?

\_\_\_\_\_

\_\_\_\_\_

. How do you hope to benefit from this volunteer experience? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_