

Ontario Christian Assembly Inc.

**Ministry Personnel Application Form (Adults) for Children,
Youth and Vulnerable Adults Ministries**

(For Applicants 18 years of Age or Over as of June 1, 2017)

- Application for Employment
- Application for Volunteer

In our desire to reduce the risk of abuse within our camp ministries, we believe this information is necessary to protect our children, youth and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership.

Personal Information

Male Female

Full Name _____

Address _____

Postal Code _____ Email _____

Phone Number (H) _____ (W) _____

Personal History

Occupation and/or Employer

Hobbies, Interests or Skills

Spiritual History

How long have you attended your current church? _____

Do you regularly attend (2 or more services a month)? Yes No

Are you a member of a Church? Yes No

Have you been baptized? Yes No

If not, are you willing to attend a baptismal class? Yes No

In a brief paragraph, please outline your spiritual journey (how you came to know Christ as Saviour and what you are currently doing to grow in your relationship with Him).

List any gifts, training, education or other qualifications that have prepared you to minister with children, youth and vulnerable adults.

Ministry Information

Churches I attended in the last five years are as follows:

1. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Member or Adherent _____

2. Name of Church _____ Phone Number _____

Address _____

Dates Attended _____ Member or Adherent _____

My present and previous ministry experience is as follows:

1. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

2. Name of Church/Organization _____

Dates and Description of Ministry _____

Pastor or Ministry Supervisor _____ Phone Number _____

Confidential Information

In order to provide a safe and secure environment for our children, youth and vulnerable adults, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by camp leadership and the Plan to Protect team. (Police may access this information, under warrant, if requested.) Answering yes to any of the questions may not necessarily preclude your involvement in ministry. Thank you in advance for your understanding.

1. Are there any circumstances involving your lifestyle or background that Yes No
would call into question your ability to work with children, youth and vulnerable adults?
(e.g. pornography, use of illegal substances, etc.)

2. Have you ever been accused of impropriety with children, youth and Yes No
vulnerable adults?

3. Have you ever been convicted for the use or sale of illegal drugs? Yes No

4. Have you ever been through treatment for alcohol or substance abuse? Yes No

5. Have you ever been convicted of a criminal offense (excluding minor Yes No
traffic violations)?

6. Have you ever been arrested or convicted for any abuse related crimes? Yes No

7. Have you been investigated by the Child Welfare Agency for suspected Yes No
child abuse?

8. Have you ever been the subject of a civil lawsuit involving sexual harassment or other immoral behaviour or conduct involving children, youth or vulnerable adults? Yes No
9. Have you ever been the subject of any disciplinary action, transfer or dismissal, or been named as a defendant in a civil or criminal lawsuit as a result of an accident or mishap involving children, youth and vulnerable adults? Yes No
10. Have you ever been subjected to expulsion, reprimand, or other discipline by a church, denomination or other religious organization? Yes No
11. Have you ever been the subject of any disciplinary action (including discharge) or investigation by a church, religious or other organization, or by an employer? Yes No
12. Do you have any health concerns of which we should be aware? (e.g. medical, psychiatric) Yes No

If you have answered yes to any of the above questions, please explain.

References

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

1. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

2. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

3. Name of Reference _____ Phone Number _____

Address _____

Nature of Relationship _____

Ontario Christian Assembly Inc.

Release of Information and Declaration of Intent

I hereby give Ontario Christian Assembly Inc. permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Ontario Christian Assembly Inc. consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the Camp for losses caused by the reference's response.

I also grant my permission for Ontario Christian Assembly Inc. to perform a police records check, for purposes of my protection against any false allegations and for the protection of those I serve. I consent to such an investigation with the understanding that the results will be kept in strict confidence. I agree to adhere to the protection policies as adopted by this Camp.

I understand that if my character or morals are deemed by camp leadership to be inappropriate and/or criminal at any time during my volunteer service, Ontario Christian Assembly Inc. will be entitled to terminate my assistance without express cause or prior notice regardless of any other oral or written statement by Ontario Christian Assembly, Inc. prior to, at, or following the date of volunteer service.

I understand that Ontario Christian Assembly Inc. is responsible for the welfare of any person or persons entrusted to my care. I will cooperate fully with the staff in the fulfillment of my duties and will keep all information I encounter, in my role as a volunteer, confidential. If at any time I find that for any reason I am unable to support the policies, procedures or doctrine of Ontario Christian Assembly Inc. I will gracefully and quietly resign my volunteer position. If my supervisors find that I am in conflict with any of the policies, procedures or doctrines and we are not able to resolve the issue, I will gracefully and quietly agree to resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry is true and correct. I accept and agree to adhere to the Statement of Faith of Ontario Christian Assembly, Inc.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

With your application please include:

1. Appendix 4 - Statement of Faith/Beliefs
2. Appendix 5 - Ministry Personnel Reference Form, to be filled out by your Pastor or Youth Pastor
3. Appendix 6 - Ministry Personnel Agreement Form and Covenant of Care
4. Release of Information and Declaration of Intent (Part of Appendix 1, Application)
5. Current Police/Vulnerable Sector Check (Police Checks are good for 3 years – current Police Check must be valid to September 1, 2017)

Information received is confidential and is being gathered for the purposes of screening Ministry Personnel and placing them into ministry with children, youth and vulnerable adults. The information gathered here will be used for the purposes of supporting the ministries at Ontario Christian Assembly, Inc.

Ontario Christian Assembly Inc.

Release of Information and Declaration of Intent (Youth)

I hereby give Ontario Christian Assembly Inc. permission to contact the persons named as references to ascertain my suitability for volunteer ministry. I release all such references from liability for any damage that may result from furnishing such evaluations to you.

I give Ontario Christian Assembly Inc. consent to verify the information provided herein and to contact the references listed. I waive any right to confidentiality and of any right to pursue damages against the Camp for losses caused by the reference's response.

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I hereby acknowledge that, to the best of my knowledge, the information contained in this application for volunteer ministry/employment is true and correct. I accept and agree to adhere to the Statement of Faith of Ontario Christian Assembly, Inc.

Signature of Applicant _____

Printed Name _____ Date _____

Signature of Witness _____

Printed Name _____ Date _____

Signature of Parent/Guardian _____

Printed Name _____ Date _____