

Hillcrest Christian School  
dba **HERITAGE CHRISTIAN SCHOOL**

**ANNUAL VOLUNTEER INFORMATION APPLICATION**

Your interest in becoming a Heritage Christian School volunteer is appreciated. As background, Hillcrest Christian School was incorporated in 1996 as a California nonprofit religious corporation and remains as the formal legal entity. We now have three separate locations doing business as Heritage Christian north campus, south campus, and west campus. Since volunteer service is essential for our schools, we are grateful for those who assist this ministry.

**I. PERSONAL INFORMATION**

Full Name \_\_\_\_\_ Date \_\_\_\_\_

Maiden name or other names you have been known by: \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email address \_\_\_\_\_

Do you have any handicaps or physical conditions, which will affect your volunteer services? If so, please explain:

HCS does not provide accident or health insurance for volunteers. **All volunteers are required to have and maintain their own individual accident and health insurance.**

Name of emergency contact \_\_\_\_\_ Phone Number \_\_\_\_\_

**II. VOLUNTEER AREA/S**      **Campus:**    \_\_\_\_ North    \_\_\_\_ South    \_\_\_\_ West

Put a check mark in the space next to the areas where you would like to volunteer.

\_\_\_\_ Assisting in Classroom    \_\_\_\_ Field Trip Chaperone    \_\_\_\_ Special Events    \_\_\_\_ Chapels

\_\_\_\_ Assisting (PAT/PTF) Activities    \_\_\_\_ Other Describe: \_\_\_\_\_

**III. STATEMENT OF FAITH**

This is a statement of faith of HCS. If you strongly hold to certain doctrines that are not on this statement, please list and describe those items on a separate sheet of paper and attach it to this application.

Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling, the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; those that are saved to the resurrection of eternal life and those that are lost to the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of all believers.

#### **IV. VOLUNTEER CONDUCT STATEMENT**

HCS has many opportunities for volunteer assistance. It is important that volunteers on campus or on field trips conduct themselves using Biblical standards of conduct. (I Corinthians 10:31-33) It is important that volunteers avoid not only impropriety, but also the appearance of impropriety. Volunteers are to avoid the following:

- Conduct jeopardizing the health, safety or welfare of the students or staff of HCS
- Poor attitude or lack of cooperation
- Failure to follow instructions or conduct causing a disruption to the event or schedule
- Using or possessing tobacco or alcohol on campus, on a school-sponsored trip or any other school activity
- Immoral or unprofessional conduct
- The use of vulgar or offensive language
- Raising one's voice in anger, yelling or speaking in a rude, threatening, insulting or unprofessional manner to students, other volunteers or staff
- Threatening or making unconsenting physical conduct with students, volunteers or staff in anger or in a rude, insulting, or unprofessional manner
- Engaging in behavior which presents a negative role model to others

This is not an exhaustive list for conduct on or off campus which is damaging to the Christian testimony or which diminishes the ministry or integrity of HCS including parents of our students who are volunteers. Volunteers who do not follow the above standards of conduct may lose the privilege of assisting in the classroom, attending school activities, or accompanying students on local or foreign travel field trips.

#### **V. SECURITY SECTION**

Recognizing God's love and concern for children, HCS has adopted a policy of screening applicants for volunteer service. The purpose of this policy is to promote a safe environment and to protect our students, as well as to guard the honor and reputation of Our Lord Jesus Christ. The following questions are designed to elicit the information necessary for this purpose. The information provided will be treated confidentially and will only be used by authorized staff in reviewing your application. All questions must be answered. Your answer to any of these questions does not necessarily disqualify you from volunteering at HCS.

**Please answer, by circling the correct response, each of the following questions. Attach additional pages for explanation.**

- YES NO 1. Have you ever been convicted of a criminal offense (felony or misdemeanor, except for minor traffic violation)? The term "Convicted" includes entering into a plea agreement including a "no contest" plea or, a deferred sentence or deferred judgment arrangement in connection with a criminal charge. If so, please attach a statement of explanation, including nature of offense, date, and court where conviction was entered, sentence of disposition and any other relevant information. If yes, please explain on a separate page.
- YES NO 2. Have you ever been the subject of an investigation, criminally charged, or been the subject of a civil lawsuit involving physical abuse, sexual misconduct, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish HCS to consider. If yes, please explain on a separate page.
- YES NO 3. Have you ever been subjected to discipline or dismissed from employment or volunteer service by any church, school, or other organization as the result of an allegation or charge of physical abuse, sexual harassment or an offense relating to children? If so, please provide an explanation on a separate attachment of the circumstances, the outcome, and any other relevant information you wish HCS to consider. If yes, please explain on a separate page.

**VI. APPLICANT'S AUTHORIZATION**

I understand that as part of this application a background check may be performed. This consent authorizes HCS, or its agents, to conduct a **Megan's Law Background Check**.

**VII. RELEASE**

In consideration of the receipt and evaluation of this Application by HCS, I hereby release HCS and any individual, school, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability or damages of whatever kind or nature which may at any time result from the investigation of my background or the release of information in connection with any investigation. This release shall be binding on my heirs and family. I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF, AND I GIVE THIS RELEASE AS MY OWN FREE ACT.

**VIII. COMPLIANCE WITH CHILD ABUSE REPORTING REQUIREMENTS FOR LONG-TERM VOLUNTEERS (MORE THAN 2 DAYS PER WEEK)**

Although volunteers are not mandated reporters of child abuse under California Penal Code §11166, I understand that HCS requires its long-term volunteers to comply with its provisions as set forth in the Child Abuse Manual of HCS which will be provided to me before beginning long-term volunteer service.

**IX. MEDIATION/ARBITRATION AGREEMENT**

In consideration for being accepted for volunteer service, I agree that any claim or dispute arising from or related to my volunteer service or this Agreement shall be settled by mediation and, if necessary, legally binding arbitration, in accordance with the Rules of Procedure for Christian Conciliation; judgment upon an arbitration award may be entered in any court having jurisdiction thereof. If a dispute or claim involves a claim to which the School's insurance, or the School's insurance with respect to the School's officers, directors, trustees, employees, agents, volunteer workers, promoters or affiliates, if any, applies, and if the School's insurer refuses to submit the dispute or claim to mediation or arbitration as described herein, unless the parties otherwise agree, this Mediation/Arbitration Agreement shall no longer be applicable with regard to the part of the dispute or claim to which the School's insurance applies. I agree this Mediation/Arbitration Agreement shall be my sole remedy for any claim or dispute between us. I, on behalf of myself, my heirs and successors in interest, waive the right to file any legal action against the School in or before a civil court or agency, except to enforce an arbitration award.

**X. VOLUNTEER'S CERTIFICATION**

I agree that in the performance of my responsibilities as a volunteer, I will not do or say anything in opposition of the Doctrinal Statement and I will abide by the Volunteer Conduct Statement. I further certify that the information contained in this information sheet and any attachment is true and correct to the best of my knowledge. I understand that any misrepresentation or material omission may result in my failure to volunteer at HCS.

Signature of Applicant\_\_\_\_\_

Date\_\_\_\_\_