

Hillcrest Christian School
dba **HERITAGE CHRISTIAN SCHOOL**

VOLUNTEER COACH 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. Please complete the following application and return it to the school office for consideration. 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: _____

Current Address _____
Street City State Zip

Mailing address (if different) _____

Permanent address (if different) _____

Home Phone _____ Work Phone _____ Cell Phone _____

Email address _____

Are you able with or without reasonable accommodation to perform any and all job functions for the position applied for?
Yes _____ No _____

Why do you wish to make a change from your last position? _____

Heritage Christian School does not provide accident or health insurance for coaches/volunteers. **All volunteers are required to have and maintain their own individual accident and health insurance. Please provide the following information:**

Type of Insurance (Health/Accident) _____
Name of Insurance Company/HMO _____
Name of Insured (if other than applicant) _____
Policy Number _____

Name of emergency contact _____ Phone Number _____

II. POSITION DESIRED

Applying for what position _____

Head Coach _____ Assistant Coach _____ Volunteer Coach _____

If you are not selected for the head coaching position would you be open to being an assistant? _____ Yes _____ No

Date available _____

Have you applied to Heritage Christian School before? _____ Yes _____ No If so, when? _____

Who referred you to Heritage Christian School? _____

III. COACHING EXPERIENCE

List all your coaching experience beginning with your most recent position. Use additional paper if necessary.

<u>Location</u>	<u>Levels & Sports Coached</u>	<u>Dates of Employment or or volunteer service</u>

IV. SPECIAL TRAINING AND SKILLS

List the skills you have acquired from employment or other experience.

Skills: _____

Put a check mark in the space next to the areas in which you have special training, experience, or interest in coaching.

- Sports Coaching** ___ Golf ___ Cheerleading ___ Football ___ Basketball
 ___ Softball ___ Soccer ___ Baseball ___ Volleyball ___ Track

In addition to the above, you may list any other activities or programs which you have supervised or directed.

V. CHRISTIAN BACKGROUND

Briefly state how you came to accept Jesus Christ as your personal Lord and Savior. Indicate the number of years you have been a Christian.

Describe your routine of personal Bible study and prayer. _____

What church are you presently attending? _____

Denomination _____ Pastor's Name _____

In what areas are you currently involved in your church besides attendance in a weekly worship service?

Do you feel that you will be able to lead a student to Christ? _____

Explain _____

VI. STATEMENT OF FAITH

This is a statement of faith of Heritage Christian School. 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.

VII. CHRISTIAN LIFESTYLE COMMITMENT

HCS requires every volunteer accept and follow a lifestyle commitment based upon Biblical principles. As a Christian School representing Jesus Christ in our community, we require volunteers to be born-again Christians and to live their lives as Christian role models (Romans 10:9-10; I Timothy 4:12). Volunteers must conduct themselves both on and off the job in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. Moral misconduct as defined by Scripture violates the bona fide occupational requirement of volunteers being Christian role models.

In connection with this lifestyle commitment, please answer, by circling the correct response, each of the following questions. All questions must be answered. Please be truthful and candid. Your answer to any of these questions does not necessarily disqualify you from volunteering at HCS.

YES NO 1. Are you currently in a sexual relationship with someone with whom you are not married?
(I Corinthians 6:18-20) If yes, please explain on a separate page.

YES NO 2. Are you currently living in a homosexual or bisexual lifestyle? (Romans 1:21-32) If yes, please explain on a separate page.

YES NO 3. Do you use tobacco? (I Corinthians 3:16-18) If yes, please explain on a separate page.

YES NO 4. Are you using illegal drugs? (I Corinthians 3:16-18) If yes, please explain on a separate page.

YES NO 5. Do you use alcohol? (I Corinthians 3:16-18) If yes, please explain on a separate page.
Note: HCS maintains the right to test its volunteers for the presence of controlled substances and alcohol.

VIII. 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
- 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 contact 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
- Having a relationship with any student other than as coach. Such a relationship will lead to termination and ineligibility for future employment.

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 /serving as a volunteer coach.

IX. SECURITY SECTION

Recognizing God's love and concern for children, HCS has adopted a policy of screening all applicants for employment/volunteering. 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, 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. |

X. 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.

XI. COMPLIANCE WITH CHILD ABUSE REPORTING REQUIREMENTS FOR LONG-TERM VOLUNTEERS.

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.

XII. APPLICANT’S AUTHORIZATION

I understand that as part of this Application a completed **CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION** form must be submitted by me. This Consent authorizes HERITAGE CHRISTIAN SCHOOL, or its agents, to conduct a background investigation of me and the information provided in this application. I further acknowledge and understand that this investigation may include a **Criminal Background Check** and a **Megan’s Law Background Check** and that I will be required to provide fingerprints and a photograph for this purpose.

XIII. RELEASE

In consideration of the receipt and evaluation of this Application by HERITAGE CHRISTIAN SCHOOL, I hereby release HERITAGE CHRISTIAN SCHOOL 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.

XIV. VOLUNTEER’S CERTIFICATION

I agree that in the performance of my responsibilities as a volunteer coach, 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 be a volunteer coach at Heritage Christian School.

Signature of Applicant _____

Date _____

**HILLCREST CHRISTIAN SCHOOL
dba HERITAGE CHRISTIAN SCHOOL**

CONSENT AND AUTHORIZATION TO OBTAIN INFORMATION

Applicant: _____ Employment Volunteer

TO WHOM IT MAY CONCERN:

The undersigned, having made Application for Employment or Volunteer Service at Heritage Christian School, Granada Hills, California, desires the School to be fully informed as to my background and character. In this connection, I acknowledge that an investigation, which may include a Criminal Background Check and Megan's Law Background Check, may be conducted. I hereby authorize Heritage Christian School, or its employees and agents, to contact any person, entity, or agency disclosed in this Application, or as may be disclosed in the course of the investigation for the purpose of verifying and investigating my background and fitness for employment or youth volunteer service at the School. I understand a photograph and/or fingerprints may be required for this purpose. I hereby authorize any persons, references, employees, schools, Churches, or organizations with whom I have had contact to release to Heritage Christian School and its agents and employees any information they may have regarding my record, character, and fitness for employment or volunteer service.

I further understand that Heritage Christian School may, in its discretion, engage a commercial investigative service (Reporting Agency) for the purpose of verifying the information in my Application and conducting the background investigation. In the event a Reporting Agency will be so engaged, its identity is disclosed below.

In connection with the investigation of my background, I understand that a Consumer Report or Investigative Consumer Report, as defined by the Fair Credit Reporting Act may be requested by the Reporting Agency identified below.

The Consumer Report may include information from public records including, but not limited to, Social Security number, motor vehicle operation history, workers' compensation information and criminal history to the extent permitted by law from various local, state, and federal agencies. The Investigative Consumer Report may include information as to my character, general reputation, personal characteristics, mode of living, work habits, performance, experience, along with reasons for termination of past employment, whichever are applicable, obtained through personal interviews with persons who have knowledge concerning such items of information.

In the event this Consent and Authorization is used in connection with an Employment Application, I understand that I may request a complete and accurate disclosure of the nature and scope of the background investigation; to the extent such investigation includes information bearing on my character, general reputation, personal characteristics or mode of living. Further, I understand that in the event employment is denied because of information contained in a Consumer Report or Investigative Consumer Report, I will be so advised in writing and will be provided with other information concerning my consumer rights, including the right to obtain a copy of the Report from the reporting agency.

I further understand that whether I am applying for employment or volunteer service, any Consumer Report or Investigative Consumer Report requested will be used strictly for permissible purposes as defined under the Fair Credit Reporting Act.

A photographic or faxed copy of this Consent and Authorization to Obtain Information shall be as valid as the original.

I VOLUNTARILY AND KNOWINGLY AUTHORIZE ANY PRESENT OR PAST EMPLOYER OR SUPERVISOR, ADMINISTRATOR, CHURCH, SCHOOL, LAW ENFORCEMENT AGENCY, STATE AGENCY, LOCAL AGENCY, FEDERAL AGENCY, CREDIT BUREAU, COLLECTION AGENCY, PRIVATE BUSINESS, MILITARY BRANCH OR THE NATIONAL PERSONNEL RECORDS CENTER, PERSONAL REFERENCE, AND/OR OTHER PERSONS TO GIVE RECORDS OR INFORMATION THEY MAY HAVE CONCERNING MY CRIMINAL HISTORY, MOTOR VEHICLE HISTORY, SOCIAL SECURITY NUMBER, EARNINGS HISTORY, CHARACTER, AND EMPLOYMENT (INCLUDING REASONS FOR TERMINATION) OR ANY OTHER INFORMATION REQUESTED BY REPORTING AGENCY.

_____ Date: _____
Applicant's Signature

_____ Date: _____
Signature of Parent or Guardian if Applicant is a Minor