

# CASA Application Checklist

**Keep this checklist to use as a guideline as you apply and train to become a CASA volunteer.**

## 1. Complete and return paperwork to CASA office.

- Application, including complete reference information
- Copy of valid driver's license
- Copy of current insurance card

## 2. Attend Orientation/Interview Meeting

- Return completed Interview Questionnaire prior to appointment.

## 3. Live Scan Fingerprinting

You will receive the form from CASA Staff. Take the form to the appropriate local agency. You should be prepared to pay a small fee. Save the receipts; they must be given to CASA for both your reimbursement and our records management requirements.

## 4. Training Materials

All training materials are provided free of charge, unless otherwise discussed during orientation or training. The training materials are yours to keep. **HOWEVER**, should you decide to leave the training prior to completing it, we urge you to return the manual to us so that we can minimize program expenses by re-using what materials we can.

## 5. Training Process

- Actively participate in the initial training for the position for which you are applying.
- Attendance at all scheduled classes or, alternatively, completion of any assigned independent study work, is expected; failure to do so may result in your release from the program.

## 6. After Training

- Final Interview & Orientation into the position you will be filling with CASA. You will be contacted by CASA to set up a meeting time.
- For CASA Advocates: Swearing in will be done by the Presiding Judge of the Juvenile Court based on his or her availability.
- For CASA Advocates: Complete the Case Parameters Questionnaire – CASA staff will use this information to pre-screen cases for potential assignment to you.

**Congratulations! You are now ready to be part of the CASA team!**

**Court Appointed Special Advocates of Mendocino & Lake Counties**

- A MEMBER OF THE NATIONAL CASA ASSOCIATION -

**340 N. MAIN ST. UKIAH, CA 95482**

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## **VOLUNTEER APPLICATION**

### **PERSONAL INFORMATION**

Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

All other alias' (maiden names; etc.) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address (if different from mailing): \_\_\_\_\_

How long at this address? \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Prior Address (if at current address less than 3 years): \_\_\_\_\_

\_\_\_\_\_ How long? \_\_\_\_\_

Driver's Lic. #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Hire Date: \_\_\_\_\_

What is your normal Work Schedule? \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ May we contact you at work? Yes \_\_\_ No \_\_\_

Previous Employer: \_\_\_\_\_ How Long? \_\_\_\_\_

Position/Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer Address: \_\_\_\_\_

Supervisor/Contact: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

### **POSITIONS INTERESTED IN WITH CASA (Check all that apply):**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Board Member                 | <input type="checkbox"/> Child Advocate | <input type="checkbox"/> PR Committee Member                  |
| <input type="checkbox"/> Fundraising Committee Member | <input type="checkbox"/> Office Support | <input type="checkbox"/> Specific Fundraising/Project Support |

### **EMERGENCY NOTIFICATION**

Contact Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Contact Address: \_\_\_\_\_

**EDUCATION**

Highest level of education completed (circle one): High School    Some College    College Degree    Post Grad

Are you currently enrolled in any classes? Yes No    If so, for how many hours each week? \_\_\_\_\_

If a college degree was attained, what level and in what area: \_\_\_\_\_

What language(s) do you speak? \_\_\_\_\_

Describe any education, training or other experiences you believe prepared you for the positions you have selected:

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

Have you or anyone in your family ever had any involvement with the juvenile court? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony or a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If "Yes", please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL REFERENCES**

Please provide four references, **with complete mailing addresses**, who have known you **at least three years** and who are **not related to you**. They should be able to describe your personal and/or professional capacity to work as a CASA volunteer. **At least one reference must be from an employment or volunteer experience.**

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

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

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

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

4. Name \_\_\_\_\_ Relationship \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_ Telephone \_\_\_\_\_

## **TRAINING AVAILABILITY**

Please describe your typical day-to-day life schedule; what primary activities that take up most of your time?

Mon: \_\_\_\_\_

Tues: \_\_\_\_\_

Wed: \_\_\_\_\_

Thu: \_\_\_\_\_

Fri: \_\_\_\_\_

Sat/Sun: \_\_\_\_\_

In order to help us accommodate everyone's schedule as much as possible with regard to conducting the training meetings, **please indicate your availability to participate in trainings by circling which days work best for you. For each day you circle, please write next to it what time(s) you are available:**

Mon \_\_\_\_\_ Fri \_\_\_\_\_

Tue \_\_\_\_\_ Sat \_\_\_\_\_

Wed \_\_\_\_\_ Sun \_\_\_\_\_

Thu \_\_\_\_\_

## **AUTHORIZATION & AGREEMENT**

By my signature below I understand that CASA of Mendocino & Lake Counties may contact the references listed above as well as other supervisors or employers shown in this application in the process of pre-screening my application to become a CASA volunteer. I hereby give my permission to make such contact, and agree to release CASA of Mendocino & Lake Counties from any claims arising from such investigation. I understand and agree that by submitting this application, I am authorizing CASA of Mendocino & Lake Counties to make inquiries concerning my suitability as a volunteer, including a check for any past criminal record.

I understand that in order to participate as a Court Appointed Special Advocate program volunteer, the following items are required. As indicated by my initials after each item, I hereby voluntarily agree to:

- Submit to a criminal index and investigative background check? \_\_\_\_\_
- Allow CASA to enroll me in a Department of Motor Vehicles record check program? \_\_\_\_\_

**The information requested in this application and such as may otherwise be obtained will be used only for the purpose of determining suitability as a volunteer. All information will be held in confidence.**

Applicant Signature

Date

Criteria used in the selection of volunteers will be such as to ensure that the individual is able to meet the responsibilities of a Court Appointed Special Advocate (CASA). No individual will be rejected because of race, color, religious creed, national origin, sex, age or marital status. 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 the CASA program will be rejected.