



1000 San Leandro Blvd, Ste #300
San Leandro, CA 94577
Telephone: (510) 618-1950
Fax: (510) 618-1966

Alameda County
Court Appointed Special Advocates
(CASA) Program

VOLUNTEER/INTERN APPLICATION

All information given is considered confidential and will be protected and used only by CASA staff for the purposes of screening volunteers. The information on this form will help us assess your qualifications to serve as a Court Appointed Special Advocate. Please read the questions carefully and complete all sections of the application as thoroughly as possible: 1) Application, 2) Autobiography, 3) Agreement & Authorization, and 4) References.

General Information

Name (first/middle/last) _____ Date of Birth _____

Address _____ Home Phone _____

City/State/Zip/County _____ Cell Phone _____

E-mail _____

List other names you are known by _____

Race/Ethnicity: *white / African-American/black / Latino/Hispanic / Asian / Pacific Islander / Native-American / Multi-racial / other*

Languages spoken other than English _____ Gender: *male / female / transgender*

Driver's License _____ Marital Status: *married / single* Spouse's Name _____

How did you hear about the CASA program? *word-of-mouth / online / newspaper / radio / television / school / work / other*

Employment Information

Current Employment Status (circle one): *Full-time / Part-time / Unemployed / Retired / Homemaker*

Name of current employer or previous employer if retired or unemployed _____

Address _____ Work Phone _____

Supervisor _____ Work E-mail _____

Title and brief description of work _____

Hours per week _____ Normal days off _____ May we contact you at work? *yes / no*

Describe any personal or employment constraints that may restrict your availability _____

How long have you been with your current employer? _____

If employed at current job less than six months, who was your former employer? _____

Address of former employer _____

How long were you there? _____

Educational Information

Highest level of education completed: *High School / Some College / AA / BA/BS / Graduate / Other*

Area of study _____ Degree _____

Currently in school? *yes / no* If yes, where? _____ Graduation date _____



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Activities & Interests

List any community group in which you are presently active (i.e. professional associations, faith communities, service organizations, etc.): _____

Other volunteer experiences: _____

Do you have experience or training with any of the following? (Circle all that apply)

Fundraising / Even Planning / Writing / Marketing-Public Relations / Public Speaking / Art or Graphics / Other

Would you like to volunteer on a regular basis in the CASA office or help with special events? *yes / no* If yes, please explain: _____

Background Information

Any applicant found to have been convicted of or to have current charges pending for a felony or misdemeanor involving a sex offense, child abuse, or child neglect must not be accepted as a CASA volunteer.

California Rules of Court 5.655(c)(4).

Have you or your family had personal/professional experience with:

1. Child Abuse? *yes / no* If yes, please explain: _____
2. Drug or alcohol abuse? *yes / no* If yes, please explain: _____
3. Foster Care? *yes / no* If yes, please explain: _____
4. Juvenile Court System? *yes / no* If yes, please explain: _____
5. Child Protective Services? *yes / no* If yes, please explain: _____

Have you ever applied with another organization that works with children? *yes / no* Were you accepted? *yes / no*

Please give name(s) of organization(s) and year: _____

Have you ever applied to this or any other CASA program before? *yes / no* If yes, please explain: _____

Please answer the following questions:

1. Have you ever been arrested, charged, or convicted of a misdemeanor or felony other than a minor traffic violation? *yes / no* If yes, please explain: _____
2. Have you ever been involved in any civil, family and/or juvenile court proceedings? *yes / no* If yes, please explain: _____
3. Have you lived in California for the past seven years? *yes / no* If no, which states, counties, and cities? _____
4. Have you worked in California for the past seven years? *yes / no* If no, which states, counties, and cities? _____



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Please respond to the following:

I am interested in working with children and families as a CASA volunteer because... _____

I feel I can be a fair and objective advocate for a child because... _____

My hesitations or concerns regarding my participation in the CASA program at this point are... _____

CASA volunteers give 10 hours a month. When would you fit this time into your schedule? _____

Are you willing to represent a child for the duration of the case? *yes / no*

Autobiography

- Please write an autobiography on a separate piece of paper. (500-word minimum).
- Include a brief statement explaining why you have chosen to work in the area of child advocacy at this particular time in your life.



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Agreement & Authorization

Do you agree:

- | | | |
|---|-----|----|
| a) To commit to completing 30 hours of pre-service training? | Yes | No |
| b) To commit to at least 12 months of service? | Yes | No |
| c) To commit to at least 10 hours per month as a CASA volunteer? | Yes | No |
| d) To commit to completing 12 hours of continuing education per year? | Yes | No |
| e) To participate in on-going supervision? | Yes | No |
| f) That you are 21 years of age or older? | Yes | No |

I hereby authorize Alameda County CASA and any law enforcement agency they authorize to investigate my background to determine my fitness as a potential volunteer. I also understand that if for any reason it becomes apparent that my activities are contrary to the policies, goals and/or philosophy of Alameda County CASA, and their desire to provide quality services to abused and neglected children, my services as a CASA volunteer will be terminated.

Any applicant currently on probation or parole for any crime, or found to have been convicted of or have charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or any acts that would pose risks to children or the Alameda County CASA program's credibility is not eligible to be a CASA volunteer.

I realize that additional information may be required and that all information will be held in confidence. All materials submitted and received become property of Alameda County CASA and will not be returned or released.

I understand that my application does not ensure acceptance into the Alameda County CASA Program. I also understand that the Alameda County CASA Program reserves the right to disqualify any applicant who would not be a good match for this volunteer position. I understand that the Alameda County CASA Program reserves the right to terminate the service of a volunteer for any reason and is not obligated to disclose reasons or sources for any decision regarding acceptance or non-acceptance into the Program.

I declare the statements on this application are true, complete, and correct to the best of my knowledge. I understand that falsification on this application can disqualify me from consideration or can result in termination at a later time.

Applicant name

Applicant signature

Date



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References

Please list five personal references. One must be an employer or co-worker if employed. Teachers, ministers, volunteer supervisors or similar may be used in place of employer if unemployed. If you are currently seeing a therapist, please include him or her in the box provided. *Please do not list relatives.* All references will be sent a questionnaire to complete. Application approval is pending receipt of at least three returned references.

1. Name _____ Relationship _____
Phone _____ Email _____
2. Name _____ Relationship _____
Phone _____ Email _____
3. Name _____ Relationship _____
Phone _____ Email _____
4. Name _____ Relationship _____
Phone _____ Email _____
5. Name _____ Relationship _____
Phone _____ Email _____

Upon receipt of your application you will be contacted for a personal interview. Please bring the following to your interview:

- 1) Verification of auto insurance (copy of declaration page of insurance policy)
- 2) Driver's license

Please return completed application to:

Alameda County CASA Program
Attn: Recruitment Department
1000 San Leandro Blvd., Ste. #300
San Leandro, CA 94577

Email: jespana@acgov.org
Phone: (510) 618-1950
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***Once the ACCASA office reviews this application, you will be contacted with next steps. If accepted into the training class, you are expected to give a \$30 donation for general operations including training expenses and other costs associated with programming. Waivers may be given. If you are accepted into training for reasons other than becoming a CASA volunteer, additional fees may be charged.**