



## REFERENCES

PLEASE GIVE THREE (3) CHARACTER REFERENCES WITH WHOM YOU HAVE HAD SUFFICIENT CONTACT OVER THE PAST THREE (3) YEARS. **PLEASE DO NOT USE RELATIVES.**

1. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

2. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

3. NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
STREET CITY STATE ZIP

HOME PHONE: \_\_\_\_\_ WORK/CELL PHONE: \_\_\_\_\_

## PERSONAL BACKGROUND

HAVE YOU EVER USED ANOTHER NAME? IF YES, LIST NAME (S) WITH EXPLANATION INCLUDING THE DATES AND PLACES WHERE SUCH NAMES WERE USED.

NAME	DATE	REASON
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DO YOU HAVE ANY PHYSICAL, MENTAL, OR EMOTIONAL HANDICAPS OR CONDITIONS THAT WOULD PREVENT YOU FROM PERFORMING CERTAIN TYPES OF ACTIVITIES RELATED TO WORKING WITH YOUTH? \_\_\_\_\_

HAVE YOU EVER BEEN ACCUSED OF CHILD ABUSE OR A CRIME INVOLVING ACTUAL OR ATTEMPTED SEXUAL MOLESTATION OF A MINOR? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN (ATTATCH A SEPARATE PAGE, IF NECESSARY):  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU INVOLVED IN OR DO YOU USE PORNOGRAPHY? YES \_\_\_\_\_ NO \_\_\_\_\_

WERE YOU A VICTIM OF ABUSE OR MOLESTATION AS A MINOR? YES \_\_\_\_\_ NO \_\_\_\_\_

ARE YOU INVOLVED IN OR HAVE YOU EVER HAD A DRUG OR ALCOHOL PROBLEM? YES \_\_\_\_\_  
NO \_\_\_\_\_

IF YES, PLEASE EXPLAIN (ATTATCH A SEPARATE PAGE, IF NECESSARY):  
\_\_\_\_\_  
\_\_\_\_\_

*IF YOU PREFER, YOU MAY DISCUSS YOUR ANSWER TO THIS QUESTION WITH A STAFF PASTOR RATHER THAN ANSWERING IT ON THIS FORM. ANSWERING YES, OR LEAVING THE QUESTION UNANSWERED, WILL NOT AUTOMATICALLY DISQUALIFY AN APPLICANT FOR YOUTH MINISTRY. WE ARE LEGALLY REQUIRED TO ASK THIS QUESTION.*

HAVE YOU EVER BEEN CONVICTED BY ANY COURT OF A FELONY? HAVE YOU EVER BEEN CONVICTED BY ANY COURT OF A MISDEMEANOR? HAVE YOU EVER BEEN ARRESTED FOR AN OFFENSE FOR WHICH TRIAL IS PENDING? IF YES TO ANY OF THE ABOVE, INDICATE BELOW THE DATE AND PLACE OF ARREST AND A BRIEF EXPLANATION OF THE OFFENSE AND SENTENCE IMPOSED. IF CONVICTED UNDER ANOTHER NAME, LIST THE OTHER NAME BELOW.

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**APPLICANT'S STATEMENT:**

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information including opinions that they may have regarding my character and fitness for my youth work. I release all such references from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice.

Should my application be accepted, I agree to be bound by the policies of Hawaii Kai Church, and refrain from unscriptural conduct in the performances of my services on behalf of the church.

As an applicant for a volunteer position with unsupervised access to youth at Hawaii Kai Church, and its ministries, I (print name) \_\_\_\_\_ recognize, understand, and agree to do my best to live by the moral standards taught by the church.

I declare that with regard to my personal moral character or conduct as of this date, I am not engaged in any of the following inappropriate conduct: adult heterosexual activity outside of marriage commitment, homosexual actions, or sexual abuse or improprieties towards minors as defined by Scripture and state law,

I further declare that the above statements are factual and true. By affixing my signature, I declare that I meet the above moral integrity standards and the Christian role model lifestyle requirements of Hawaii Kai Church.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

AFTER YOU HAVE COMPLETELY FILLED OUT THIS APPLICATION, PLEASE CALL (808) 954-9896 TO SCHEDULE A MEETING WITH A AARON DIEIRNGER TO GO OVER YOUR APPLICATION.

***THANK YOU FOR HELPING US MAKE HKC YOUTH A SAFE PLACE FOR EVERY STUDENT TO GROW.***

## Volunteer Staff Standards of Behavior

### STANDARDS OF BEHAVIOR

In order to protect potential leaders and students from any accusation, whether true or false, a Standard of Behavior has been established in order to identify boundaries and guidelines while serving in student ministries. These standards are to be upheld at all times. Please check to indicate your understanding and agreement.

\_\_\_\_\_ You must NOT have a lifestyle that is contrary to clear Bible principles.

\_\_\_\_\_ Do NOT plan activities with students without parental approval.

\_\_\_\_\_ Attend church on a regular basis.

\_\_\_\_\_ We must never voice critical opinions about any Christian church, staff, parents, or students in front of students.

\_\_\_\_\_ Do not use illegal drugs.

\_\_\_\_\_ Do not get drunk, and be discerning of your use of alcohol in public areas. Do not drink during an Everking-sponsored event.

\_\_\_\_\_ When driving students you must obey all laws and use safe driving habits.

\_\_\_\_\_ Never drive a student of the opposite sex home alone.

\_\_\_\_\_ Male staff are expected to spend time primarily with male students, female staff with female students.

\_\_\_\_\_ You must carry personal auto insurance. On your auto insurance we highly recommend that you carry a minimum of 100/300 personal liability and property damage.

\_\_\_\_\_ Any verbal or nonverbal sexual innuendo with any student is inappropriate.

\_\_\_\_\_ Any type of romantic (i.e. dating, going out) relationship between a student and adult leader is inappropriate. (You'd be surprised!)

\_\_\_\_\_ In order to avoid behavior being misinterpreted for inappropriate behavior, leaders must use caution regarding physical contact. A hug is considered appropriate, but stroking, massaging or an affectionate kiss could and will be considered inappropriate. Any type of affection (hugs) should be made in a public setting in front of other people. Do not initiate touch with the opposite sex (back-rubs, hugs, etc.). If a student initiates a hug, don't refuse, just give them the 'ol one-arm-hug.

\_\_\_\_\_ "Three's company" rule should be exercised as much as possible when doing contact work. If the situation arises, and a leader needs to meet with a student of the opposite sex 1:1, the following steps must be taken.

- Consent from student's parent must first be established
- Meeting will take place in a public place (Shopping Center, Coffee Shop, etc.)

- Leader will communicate with the parent following the meeting (verbal thank-you).

\_\_\_\_\_ Leaders will not take any student on an overnight trip, unless it is a ministry-sanctioned event and a Parent Permission Form has been completed and submitted.

\_\_\_\_\_ Any knowledge or suspicion of any leader having an inappropriate relationship with a student must be reported immediately to the minister of youth.

\_\_\_\_\_ Sexual gestures to a staff member by a student should be reported to the youth minister so that a discussion can be held with the student.

### **Counseling Policies**

\_\_\_\_\_ Since counseling appointments are confidential, you should not share details with any person other than a pastor/organization staff for the purpose of gaining wisdom on how to best handle the situation.

\_\_\_\_\_ In all situations, men build relationships with young men, women build relationships with young women. Inappropriate displays of affection should be avoided.

\_\_\_\_\_ You must report to the minister of youth any of the following situations within 24 hours:

Physical abuse reported to you.

Sexual abuse of any minor reported to you.

When a student tells you he/she is suicidal (take them seriously).

When a student is in a life threatening situation.

When a student confesses pregnancy to you.

If you become involved in a runaway situation.

When a student confesses a felony to you.

When you have reason to believe a student is going to commit a crime.

I have read, understand, and commit to uphold the standards of behavior while serving in student ministries.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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