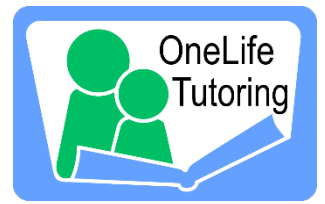


# Volunteer OneLife Tutoring Application



The purpose of this form is to notify you that a pre-volunteering background and reference check will be conducted on you in the course of consideration to volunteer with OneLife Tutoring. All applications will be kept confidential & secure by the Director of Tutoring and OneLife Community Church staff. We are so excited you are getting involved and can't wait to have you be a part of our team!

[OneLifetutoring@gmail.com](mailto:OneLifetutoring@gmail.com) Date: \_\_\_\_\_

## Personal Information

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

(First) (Middle) (Last)

Are you over 18 years old? (circle one) Yes No

(If you are under 18 years old, you need parental consent for a background check and to volunteer: see end of form).

Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Please list your last seven years of residence: (Include city and state) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

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

Please circle your marital status (optional):

Married Engaged Single Widowed Separated Divorced

Do you have children? (circle one) Yes No

If yes, please list their names and ages (optional):

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

Continue to next page

**Please explain any “yes” answers to the following questions on a separate sheet of paper:**

1. Are there any facts or circumstances involving you or your background that would call into question your involvement in an environment where children or youth may be present?

Yes \_\_\_\_\_ No \_\_\_\_\_ Answering yes will not necessarily bar you from volunteering.

2. Have you ever been held, detained, taken into custody, charged, arrested, indicted, fined, forfeited bond, cited, or convicted for a violation of any law, regulation, or ordinance?

Yes \_\_\_\_\_ No \_\_\_\_\_ Answering yes will not necessarily bar you from volunteering.

3. Are you currently under indictment, on probation, parole, or work release?

Yes \_\_\_\_\_ No \_\_\_\_\_ Answering yes will not necessarily bar you from volunteering.

4. Have you ever been investigated by the Department of Social and Health Services, including, but not limited to, Child Protective Services, or a similar department or agency in any other state or jurisdiction?

Yes \_\_\_\_\_ No \_\_\_\_\_ An investigation will not necessarily bar you from volunteering.

**After turning in this application, you will receive an email link to complete the online criminal background check. This must be complete at least 2 weeks before volunteering.**

## Medical

I have my childhood vaccinations for the following:

Measles. Yes \_\_\_ No \_\_\_ Pertussis (Whooping Cough) Yes \_\_\_ No \_\_\_ Tetanus Yes \_\_\_ No \_\_\_

Date of last tetanus shot \_\_\_\_\_

Do you regularly have a flu shot? \_\_\_yes \_\_\_no

Do you have a physical or medical condition that would impact your ability to do this job? \_\_\_yes \_\_\_no

(i.e. bending, moving quickly, sitting on the floor, lifting chairs, tables, hearing loss, eyesight limitations)

If yes, please explain:

---

---

---

If yes, what can be done to accommodate your limitation?

---

---

—

Please list any other medical conditions you feel we should be made aware of:

---

---

---

## References

Please list two references who are not related to you or each other, along with their phone numbers and email addresses:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

---

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

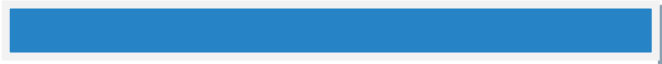
---

## Emergency Contact

Name: \_\_\_\_\_ Relation: \_\_\_\_\_ Phone: \_\_\_\_\_

[Continue to next page](#)

# VOLUNTEER APPLICATION STATEMENT



In connection with this request, I hereby authorize all corporations, former employers, educational institutions, law enforcement agencies, city, state, county, and federal courts, military services and persons to release information they may have about me to the person or company with which this form has been filed or their agent, OneLife Community Church. This releases the aforesaid parties from any liability and responsibility for collecting any information.

The information contained in this application is correct to the best of my knowledge. I authorize any references listed in this application to give OneLife Community Church any information they may have regarding my character and fitness, and I release all such references from liability for any damage that may result from furnishing such evaluations to OneLife. By signing this, I also authorize OneLife Community Church to conduct a background check verifying the information in this application regarding criminal convictions. Should my application be accepted, I agree to be bound by the Bylaws of OneLife Community Church and to refrain from unscriptural conduct in the performance of my services on behalf of OneLife.

Today's Date: \_\_\_\_\_

Applicant's Printed Name: \_\_\_\_\_ Other Names Used: \_\_\_\_\_

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

If applicant is under 18, the signature of a parent or guardian is required:

---

Signature of Parent or Guardian (if under 18) \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Driver's License Number: \_\_\_\_\_

I would like a copy of my background check.

:

For Office Use Only _____
Date received ____/____/____
Reference 1 _____
Reference 2 _____
Approved ____/____/____
BG Checked ____/____/____

# TUTORING SAFETY POLICIES

Thank you for participating in the lives of the students at OneLife Tutoring. We consider them to be a gift from God. It is because we respect and value students so much that we have set in place some policies to guide the care they receive. We want to be sure that in every circumstance, students are safe and secure. To reduce the risk of injury and child abuse, we use these policies during our supervision of students.

## ***Parent or Guardian Present During Online Contact***

Online tutors will ask if a parent or guardian above 18 years of age is present in the home when starting each session for online tutoring. If a parent or guardian is not available, the session will be rescheduled, and the situation reported to the Director.

## ***Two Adult Rule***

Two adults should be present during any activity that involves supervision of students. We require that at least one adult be over 21 years of age. OneLife allows youth helpers, defined as youth 15 years old or older who have completed OneLife's volunteer screening process, to volunteer along with at least one adult; however, youth helpers must work under the supervision of an adult always and may not be alone with children for any reason. If an adult is alone with student(s), please be sure to be visible with an open door to any room.

## ***Supervision Responsibility and Discipline Policy***

We are responsible for students left in our care. Please keep your eyes on your assigned student always and stay within close reach of them. This includes going upstairs to the computer lab. If you need to leave your student for a short period of time (for example, you need to go to the bathroom or get supplies) please ask another tutor to watch them. Students must have a parent or designated caregiver every night sign off that their children are going on the van to tutoring and getting off the van to go home. Van assistants will monitor the sign in and out process.

All students are informed of our tutoring rules and they are posted in the main room. Please work as a team to keep these rules. The rules are: 1. Be kind. 2. Be safe. 3. Be a Learner. 4. Be respectful. 5. No Running. The consequence for running is a 5-minute timeout sitting in a chair. If your student is breaking these rules, please let the Tutoring Director know. The discipline policy at tutoring is "three strikes you are out". The first time, the Director will talk with the student, explaining the broken rule and that they have a warning. The second time the Director will contact the parents. The third time the student will have to skip a tutoring day and might be given homework instead of attending tutoring. Students learn quickly from this strategy.

## ***Open Door Policy***

To reduce the risk of or the accusation of child abuse, doors are to be left open during student supervision. If an activity requires a quiet or a separate space, please find that space "in view" of other adults, not behind a closed door. Students and tutors should never be alone in a room with a closed door. To reiterate: a volunteer should not be alone with a child in a room without an open door and visible to others.

## ***Minimum Assistance Student's Bathroom Use***

Tutors should not enter the bathrooms with a student but escort the student to the bathroom door and wait in the hall. Tutoring students use only one designated bathroom. No more than one student at a time in the bathroom, even if there are two stalls inside. Students are Kindergarten and older, and do not need assistance with buttons, snaps, and zippers. Let them do this themselves. If there is a need for supervision inside the bathroom area, tutors should not enter a bathroom of the opposite sex. Go find another tutor to help you.

***Safe Touching***

No student should sit on the lap of any adult. If you need to touch a student to get their attention, touch them lightly on the head, upper back, or hands for encouragement. Hugs should be given side to side – no frontal hugs.

***Reporting***

OneLife Tutoring volunteers should always be aware of our student’s safety and well-being. If a tutor or volunteer sees or hears anything that causes concern that a child is abused or neglected, he/she will report to the Tutoring Director. The Director is a mandated reporter to Child Protective Services; there will be a meeting with the supervising pastors to determine next steps.

I, \_\_\_\_\_ I have read and agree to abide by the above safety regulations at OneLife Tutoring.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_