



South Central Conference of SDA Youth Ministries



Thank you very much for answering God's call to work with our children and youth. Your ministry of love and instruction is of primary importance to the **South Central Conference of SDA**. We appreciate your dedication of time, energy, creativity, care and talents towards the spiritual growth our kids.

The **South Central Conference** Youth department and officers is committed to providing a safe, spiritual and abuse-free environment for every child and employee of our camp. Therefore, we have voted a policy and purpose statement designed to create that protective atmosphere. Our desire is that such a policy will help prevent any form of child abuse, physical, emotional or sexual and to protect employees and volunteers from false allegations of such acts.

Procedures:

- All employees and volunteers, who work with our children, must complete a Youth Ministries Staff Information Form. No changes are allowed on this form without the consent of the Youth Department and legal counsel.
- All employees and volunteers agree to comply with the South Central Conference Child Protection Policy and Procedures, a copy of the guidelines will be provided to each employee or volunteer.
- There must be proper supervision for any programs and activities at all times.
- All workers shall observe the two person rule in children/youth activities. This means there will always be a minimum of two (2) adults supervising any function in order to avoid the following situations:
 - ✓ Workers will avoid being alone with a child at all times . This protects the child and the adult from possible harm and allegations.
 - ✓ A child shall not be assisted in using the restroom unless there is a second adult near the area who understands the reason for the assistance.
 - ✓ No child shall be disciplined unless in visual contact with another adult who is aware of the situation that requires discipline. Any form of corporal punishment is strictly forbidden.

No child shall be released to go to the restroom unless a parent, guardian or two staff members accompany them.

No child will be released to any adult other than his/her parents or legally appointed guardians without the expressed written permission of the parent or guardian.

It is recommended that all children's activities be conducted in an area that has windows or an outdoor space that allows for easy supervision. All other rooms should be kept locked at all times.

Any behavior, which seems to be abusive or inappropriate, shall be reported to the camp director or youth director for investigation.

Opportunities for training in the prevention and recognition of abuse of children will be provided by various areas of the South Central Conference. Employees will be expected to participate in such training.

For this reason, the attached application needs to be filled out in order for a background check to be obtained on your behalf. This information will only be used to help the conference provide a safe and secure environment for its children/youth and adults who participate in our programs and use our facilities.

Should my application be accepted, I agree to refrain from any behavior that may be detrimental to any children/youth that I may encounter in the performance of my service on behalf of the South Central Conference Youth Ministries. and fully understand the policy and procedures designed to create a safe, spiritual and abuse-free environment.

Applicant's Signature _____ **Date** _____

Please make a copy for applicant once copied.

Prospective Employer: (SOUT09) South Central Conf. Of Seventh-Day Adventist

BTi Service Code: (EXEC) Executive

NOTICE TO JOB APPLICANTS

Your prospective employer has contracted with **BTi** Employee Screening Services, Inc., a Texas licensed, Private Investigations Agency to verify certain information contained in your application for employment, conditional job offer of provided by you of the application for employment and will be used for the sole purpose of verification of information, and or statements made by you. **Please complete all information requested.**

It is possible that your employment may be determined in whole or in part by your prospective employer using data from a report supplied by **BTi** Employee Screening Services, Inc., 8150 N. Central Expressway, Suite 500, Dallas, Texas 75206. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report.

Applicant's Legal Name	Last	First	M.I.
Please provide any other name used for prior employment or school that differentiates from the above.	Last	First	M.I.
Current Home Address	Street	City	State Zip
Date of Birth (Month/Day/Year)	Social Security #		
Driver's License #	State:		
RESIDENTIAL HISTORY: List all residential addresses in the last 7 years			
Address	City	State	Zip From To
Address	City	State	Zip From To
Address	City	State	Zip From To
EDUCATION HISTORY: List all schools attended			
Name of College, University or Trade School	From <u>Dates Attended</u> To		
City/State	Telephone	Degree Earned: _____ or Incomplete	
Major	GPA	Minor	GPA
Name of College, University or Trade School	From <u>Dates Attended</u> To		
City/State	Telephone	Degree Earned: _____ or Incomplete	
Major	GPA	Minor	GPA

(For *Bti* Use Only)

**Prospective Employer: (SOUT09) South Central Conf. Of Seventh-Day Adventist
BTi Service Code: (EXEC) Executive**

EMPLOYMENT HISTORY: List all jobs held in the last 7 years

MOST RECENT COMPANY NAME:					Telephone	
Address	City	State	Zip	From	To	
Job Title	Salary	Reason for Leaving				
2 nd COMPANY NAME					Telephone	
Address	City	State	Zip	From	To	
Job Title	Salary	Reason for Leaving				
3 rd COMPANY NAME					Telephone	
Address	City	State	Zip	From	To	
Job Title	Salary	Reason for Leaving				
4 th COMPANY NAME					Telephone	
Address	City	State	Zip	From	To	
Job Title	Salary	Reason for Leaving				

APPLICANT CONSENT: I understand and agree that *BTi* Employee Screening Services, Inc. will verify all or part of the information I have given my prospective employer. I understand that this verification may include any inquiry into my credit history, motor vehicle driving record, criminal and civil records, prior employment (including contacting prior employers), education (degree, GPA and attendance) as well as other public record information. I authorize the release of such information as requesting or supplying information with respect to my application for employment.

APPLICANT SIGNATURE: _____ DATE _____

***BTi* Employee Screening Services, Inc., Texas Board of Private Investigators – License #A-07106
FAX (214) 363-1708 or (800) 658-5642**

Please make a copy for applicant once copied.