



# New Volunteer SAFE PLACE INFORMATION Form

COMPLETE WITHIN 3 WEEKS of starting to volunteer! This information must be updated every five years by all applicants for any position (volunteer or compensated) involving minors. UCC desires to provide a safe and secure environment for all children/youth who participate in our programs and use our facilities. This completed form enables thorough screening and record-keeping for the protection of the children, youth and our volunteers/employees.

**STEP 1 – VIEW THE ONLINE TRAINING** - Go to <http://www.uplandcc.org/ministries/safeplace-training> - (16 minutes)

**STEP 2 -** Go back to same link above and **COMPLETE THE ONLINE RESPONSE FORM & SUBMIT** - I certify that I have viewed the online SafePlace training video and submitted the response form.

**SIGNATURE** \_\_\_\_\_

Date online training was completed \_\_\_\_\_

**STEP 3 - COMPLETE THIS FORM LEGIBLY** then turn it in to the UCC OFFICE with a copy of your ID

**STEP 4 - COPY YOUR CURRENT PHOTO ID** - driver's license, Student ID or Passport – a copy can be made in the UCC office or email/text SafePlace Coordinator Cheryl Ziegler a photo 765-667-4189 [cherylz@uplandcc.org](mailto:cherylz@uplandcc.org)

## SECTION 1: PERSONAL INFORMATION

FULL NAME: \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_  
FIRST (Preferred name) MIDDLE MAIDEN (if applicable) LAST

Home (Permanent) Address Street: \_\_\_\_\_

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

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

Cell: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_ Campus Address (if applicable): \_\_\_\_\_

Emergency Contact Name & Cell: \_\_\_\_\_

Do you regularly attend Upland Community Church Sunday Worship?  NO  YES Sunday School?  NO  YES

Area(s) of ministry I plan to volunteer:

- |  |                                    |   |  |
|--|------------------------------------|---|--|
| <input type="checkbox"/> Sunday School | <input type="checkbox"/> BASICS    | <input type="checkbox"/> X-factor             | <input type="checkbox"/> Childcare for Bible study |
| <input type="checkbox"/> Junior Church | <input type="checkbox"/> BASICS Jr | <input type="checkbox"/> 6:22                 | <input type="checkbox"/> Classical Conversations   |
| <input type="checkbox"/> Nursery       | <input type="checkbox"/> LIFT      | <input type="checkbox"/> After School program | <input type="checkbox"/> Other: _____              |
| <input type="checkbox"/> Quizzing      | <input type="checkbox"/> FITS      | <input type="checkbox"/> MOPS Childcare       |  |

**SECTION 2: BACKGROUND INVESTIGATION AUTHORIZATION** - I authorize Upland Community Church to conduct background investigations, including criminal background checks, child abuse/neglect checks and motor vehicle checks, as deemed necessary by the organization. I understand that my Social Security number is required to initiate such background checks.

**SIGNATURE** \_\_\_\_\_

DATE \_\_\_\_\_

PRIVACY NOTICE: The personal and confidential information provided on this form is taken very seriously and is kept private and confidential. It is used solely for the purposes specified on this form and is shared only with your ministry leader(s). The SSN is used only for background checks; after all checks are completed, the part of the form that includes the SSN is cut off and shredded. The information form, background check and reference documents are stored in a secured cabinet that is available only to the SafePlace Coordinator and certain other staff on a need-to-know basis.

SOCIAL SECURITY NUMBER

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

**SECTION 3: WORK EXPERIENCE** (Note any work with children/youth)

Current Employment status:  Full-time  Part-time  Retired  College Student  Other \_\_\_\_\_

Organization	Program	Position	Dates

**SECTION 4: DRIVER INFORMATION**

Driver's License #	State Issued:
Do you have any restrictions on your driver's license? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain	
During the past five years have you been involved in any motor vehicle accident(s) while driving? <input type="checkbox"/> NO <input type="checkbox"/> YES, explain	
Do you carry at least liability insurance on your motor vehicle? <input type="checkbox"/> NO** <input type="checkbox"/> YES	
** IF YOU DO NOT CARRY INSURANCE, YOU CANNOT DRIVE FOR UCC IN ANY CAPACITY AS A VOLUNTEER, THIS INCLUDES TRANSPORTING CHILDREN OR YOUTH EVEN LOCALLY FOR ANY UCC RELATED ACTIVITIES OR EVENTS.	

**SECTION 5: LEGAL & LIFESTYLE HISTORY**

As you know, UCC conducts background checks on children's and youth ministry volunteers.

Have you EVER been arrested for any reason?	<input type="checkbox"/> NO <input type="checkbox"/> YES*
Have you EVER been convicted of, or pleaded no contest to, any crime?	<input type="checkbox"/> NO <input type="checkbox"/> YES*
Have you EVER been accused or engaged in of any type of child molestation, exploitation or abuse?	<input type="checkbox"/> NO <input type="checkbox"/> YES*
Are you aware of having any traits or tendencies that may pose a threat to children, youth or others?	<input type="checkbox"/> NO <input type="checkbox"/> YES*
Are you aware of ANY reason why you should not work with children, youth or others at this time?	<input type="checkbox"/> NO <input type="checkbox"/> YES*

\*Provide an explanation for any "yes" answers to the above questions.

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**SECTION 6: REFERENCES**

Provide 3 CHARACTER REFERENCES who have known you at least 2 years (24 months), who are NOT related or married to you or another reference you list and who have seen you interact with children/youth.

**REFERENCE RELEASE:**

I authorize any references, church or entity listed on this information form to give Upland Community Church and the SafePlace Coordinator any information that they may have regarding my character and fitness for work with children and youth. I release all such references from liability for any damage that may result from furnishing such information to Upland Community Church. I waive any right that I may have to inspect the information these references provided on my behalf.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\*\*\*PRINT LEGIBLY, CLEARLY and NEATLY\*\*\***

1 / Reference Name:	Phone:
EMAIL:	Relationship:
Mailing address:	Years Known:
I have known this reference personally for at least 2 years	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT my spouse, member of my family or my relative	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT in the same family or related to my other references	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE

2 / Reference Name:	Phone:
EMAIL:	Relationship:
Mailing address:	Years Known:
I have known this reference personally for at least 2 years	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT my spouse, member of my family or my relative	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT in the same family or related to my other references	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE

3 / Reference Name:	Phone:
EMAIL:	Relationship:
Mailing address:	Years Known:
I have known this reference personally for at least 2 years	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT my spouse, member of my family or my relative	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE
This reference is NOT in the same family or related to my other references	<input type="checkbox"/> TRUE <input type="checkbox"/> FALSE

**SECTION 7: SPIRITUAL EXPERIENCE**

What church(es) have you attended in the past five years?

Church name	City, State	Pastor's name	Dates attended

Give a brief testimony of your salvation experience and current walk with God:

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<p><b>SECTION 8: POLICY ACKNOWLEDGEMENT</b></p> <p>I recognize that Upland Community Church is relying on the accuracy and legibility of the information I am providing. Therefore, I attest and affirm that all of the information that I have provided is absolutely true, complete and correct. I agree to abide by the policies of Upland Community Church and refrain from unscriptural conduct in the performance of my service on behalf of the church.</p> <p><b>SIGNATURE</b> _____ <b>DATE</b> _____</p>
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