**CASA of Morris and Sussex Counties, Inc.  
18 Cattano Avenue  
Morristown, NJ 07960  
Phone: 973-998-7590 | Fax: 973-998-7589  
Email:** [**lfirkser@casamsc.org**](mailto:lfirkser@casamsc.org)



**FOR OFFICE USE ONLY:  
Date Received by CASA Office: \_\_\_\_\_\_\_\_\_**

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| **Volunteer Application Form** **(Please Print or Type)** | | | | | | | | | |
| **Personal Information** | | | | | | | | | |
| **Last Name** | **First Name** | | | **Middle Name** | | | | □ **Mr**. □ **Dr.** □ **Mrs.** □ **Rev.** □ **Ms.** □ **\_\_\_\_** | |
| **DOB** | **Sex** | | | **Ethnicity** | | | |
| **Email Address** | | | | **Home Telephone** | | | | | |
| **Work Telephone** | | | | **Cell Phone** | | | | | |
| **Address** | | | **City** | | **State** | | **ZIP** | | **County** |
| **Education** | | | | | | | | | |
| **Highest Level of Schooling** | | **Degree Earned** | | | | **Major Area Studied** | | | |
| **Special Training** | | | | **Certificate(s) Attained** | | | | | |
| **Are you in school now?** | | | | **If so, are you a part-time or full-time student?** | | | | | |
| **Name of School** | | | | **Are you seeking college credit or an internship?**  □ **Yes** □ **No**  **If yes, how many hours of service are you able to provide? \_\_\_\_\_** | | | | | |
| **Skills/Hobbies** | | | | | | | | | |

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| **Employment** | | | | | | | | | |
| **Profession** | | | | **Job Title** | | | | | |
| **Current Employment Status:** □ **Full-Time** □ **Part-Time** □ **Retired** □ **Not Working** □ **Other** | | | | | | | | | |
| **Employer** | | **Dates of Employment** | | | **Location** | | **Telephone** | | |
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| **Do you have any prior experience working with children or teens?** □ **Yes** □ **No**  **If yes, please explain:** | | | | | | | | | |
| **Please feel free to attach a resume in addition to filling out this application.** | | | | | | | | | |
| **Affiliations** | | | | | | | | | |
| **Are you currently a member of any professional, community, political, or social organizations?** | | | **Group Name, positions held, etc.** | | | | | | |
| **Do you hold an elected or appointed political position?** | | | **Title** | | | | | | |
| **Have you ever had a salaried position working with children or teens?** | | | **Give details** | | | | | | |
| **References** | | | | | | | | | |
| **Please list the four individuals who will complete the Reference Questionnaire. They are to mail it directly to our office at 18 Cattano Ave., Morristown, NJ 07960. Please have one employment reference (preferably your current employer) and three character references (excluding relatives) who have known you for at least two years and know you well enough to vouch for your character and ability to work with children.** | | | | | | | | | |
| **Name** | **Address** | | | | | **Phone** | | **Relation** | |
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| **Volunteer Program Information** | | | | | | | | | |
| **How did you hear about CASA?**  □ **Friend**  □ **Brochure** □ **Newspaper/Magazine: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** □ **Web Volunteer Announcement (Idealist, VolunteerMatch, etc)**  □ **CASA Website**  □ **TV/Radio: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** □ **School**  □ **Work**  □ **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **Are you fluent in any language besides English?**  □ **Yes** □ **No**  **List the languages and your proficiency:** | | | | | | | | | |
| **Do you expect any changes in your family in the next year?** □ **Yes** □ **No**  **If yes, will these changes affect your ability to volunteer?** □ **Yes** □ **No**  **Please Explain:** | | | | | | | | | |
| **Do you sincerely feel you can commit yourself to the program for at least 18 months?**  □ **Yes** □ **No** | | | | **Do you drive and have access to a vehicle for personal use?**  □ **Yes** □ **No** | | | | | |
| **Please list any members of CASA with whom you are acquainted:** | | | | | | | | | |
| **Please indicate other areas of our organization where you would like to assist:**  □ **Fundraising** □ **Research**  □ **Public Relations**  □ **Advisory Committee or Board of Trustees** □ **Clerical Assistance (envelope stuffing, mailings, event staffing/support, etc.)**  □ **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | |
| **Have you applied to be a CASA volunteer before?**  □ **Yes** □ **No**  **If yes, where and when did you apply?** | | | | **Have you been a CASA volunteer before?**  □ **Yes** □ **No**  **If yes, please give details:** | | | | |
| **Screening Information** | | | | | | | | | |
| **Have you ever been arrested, charges with or convicted of a crime?** □ **Yes** □ **No**  **If yes, please give details of each conviction, even if it has been expunged, and include: charge, date of arrest, location, and disposition below. Please note that an arrest or conviction will not necessarily preclude your acceptance to CASA.** | | | | | | | | | |
| **Have you ever had personal experience with: NJ Division of Protection and Permanency(formerly DYFS)?** □ **Yes** □ **No**  **Morris or Sussex Family Court?** □ **Yes** □ **No**  **Any Family Court?** □ **Yes** □ **No**  **Foster Care?** □ **Yes** □ **No Other agencies offering services to children?** □ **Yes** □ **No**  **If yes, please explain in detail each situation below, including dates, location, and disposition. Please note that answering yes to any of these questions will not necessarily preclude your acceptance to CASA.** | | | | | | | | | |
| **Statement of Interest** | | | | | | | | | |
| **Please write a few paragraphs telling us about yourself in relation to wanting to become a CASA volunteer. Please include such things as why you would like to be part of the CASA program; what you think you have to offer, and what you expect to derive from the experience; any past or current experience you have working with children, with adults with problems, with government or other major systems; any specific training or any other experience in your own family, professional, or social life that you feel might be related to the work you would be doing as a CASA volunteer. Please feel free to attach additional pages.** | | | | | | | | | |

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| **I, the undersigned, hereby understand that as a condition to obtaining a volunteer position with CASA of Morris and Sussex and the Superior Court of New Jersey, a request for a criminal history record will be filed with the local police, the state police, and the FBI. Further, I authorize CASA of Morris and Sussex staff to conduct a sex offender registry check using my name and birth date as well as DCF child abuse record information check. I also understand I will be required to have a copy of my fingerprints submitted to the county Sheriff’s department and that requests for letters of reference will be sent to those individuals whose names are provided by me. I give my permission for CASA of Morris and Sussex to check with other CASA programs regarding any prior interactions with them. In sum, I give my permission for any personal or professional checks needed by CASA of Morris and Sussex to consider my application to be complete. I understand that my refusal to give this permission will result in my rejection from the CASA of Morris and Sussex program.**  **I acknowledge that I have completed this form to the best of my ability and all the information provided is true. I understand that falsifying any information on the application or misrepresenting facts during the screening process is grounds for dismissal as a CASA volunteer. I understand that all the information requested will be for confidential use in determining my appropriateness as a CASA. I understand that I must participate in an interview with CASA staff, which will remain confidential unless a crime against children or vulnerable persons or a reportable act of child abuse or neglect pursuant to N.J.S.A. 9:6-8.10 is revealed, as part of the screening process to become an advocate. If selected for training, I understand that I must attend all the training sessions provided by CASA. I also understand it may be determined by CASA or myself that serving as an advocate may not be appropriate at this point in time and either party may terminate this agreement.** | |
| **Applicant’s Signature** | **Date** |
| **Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, or related acts that would pose a risk to children or the program’s credibility will not be accepted as a CASA volunteer.** | |

**CASA of Morris and Sussex, Inc. is an equal opportunity employer and positively encourage applications from qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, or belief.**