

**Paid Staff / Volunteer Information Sheet**  
Setauket Presbyterian Church  
Setauket, NY

To help us provide the best educational environment for the children and youth committed to us, please complete the following form. *If you prefer, you may choose to discuss your answers with a pastor.*

**Part I Information**

Name (last, first, middle, maiden): \_\_\_\_\_

If you have ever used another name, please indicate the name and the time period(s) used:

\_\_\_\_\_

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

Current residence address: \_\_\_\_\_

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

How long have you lived at this address? \_\_\_\_\_ If less than one year, provide previous address:

\_\_\_\_\_

How long have you lived in New York? \_\_\_\_\_

Sex: Male \_\_\_\_ Female \_\_\_\_ Birthdate: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Are you a member of SPC? Yes \_\_\_\_ No \_\_\_\_ Date you became a member: \_\_\_\_\_

In what area of ministry do you wish to serve and why?

What gifts and experience do you bring to this ministry?

Name \_\_\_\_\_

Date \_\_\_\_\_

Have you ever been arrested, charged, indicted, or convicted of any criminal offense, misdemeanor, or felony? Yes\_\_\_\_ No\_\_\_\_

(If yes, please explain. Include any DUI, as well as any other adult arrests that were diverted prior to indictment or trial by some pre-trial probation alternative program.)

Have you ever been investigated by Child Protective Services? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please explain.)

Have you ever been subject to any disciplinary action, complaint, or allegations that you violated any employer's or any organization's policy concerning sexual misconduct? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please explain.)

Do you use illegal drugs? Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please explain.)

Have you ever been hospitalized or treated for drug or alcohol use? Yes \_\_\_\_\_ No \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Part II: References**

*If this is your first time being screened under a child protection policy of the Setauket Presbyterian Church, please list the names, complete addresses, telephone numbers, and the years known for three people (other than relatives and SPC staff members) who are familiar with your character and abilities. References are confidential and will be contacted as needed.*

1. Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Nature of Relationship with You: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

2. Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Nature of Relationship with You: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

3. Name: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Nature of Relationship with You: \_\_\_\_\_

Number of Years Known: \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

**Part III: Authorization and Release**

I understand that:

- A. All information that I have provided may be verified. I agree to release from liability any person or organization that provides information concerning me, including those persons I have listed as references. I do hereby agree to indemnify and hold harmless Setauket Presbyterian Church of Setauket, New York, its employees, representatives, and agents from any and all claims or causes of action relating in any manner to the verification of or attempts to verify the information provided, attempts to contact any references, or conversations with any references. I understand and agree that any information received from references will not be disclosed to me, and I hereby waive any right I may have to inspect any information provided about me by any person or organization identified by me on this form.
- B. By signing this form, I certify and affirm that the information I have given is true, complete, and correct in all respects.
- C. I have read, understand, and agree to abide by A Child Protection Policy for Children and Youth of Setauket Presbyterian Church, Setauket, New York, and I agree to attend a training session in the policy prior to working with children or youth of SPC.
- D. By means of this release, I also authorize any previous employer, volunteer organization, law enforcement agency, Child Protective Services agency and judicial authority to release any and all requested relevant information to the Setauket Presbyterian Church, 5 Caroline Avenue, Setauket, New York 11733 (631-941-4271) upon presentation of this signed release.
- E. (*applicable only to persons 18 years of age and older*) I hereby give my permission for the Setauket Presbyterian Church of Setauket, New York, to obtain information relating to my criminal history record through the appropriate agency. The criminal history record, as received from the reporting agencies, may include juvenile offenses, arrest and conviction data, as well as plea bargains and deferred adjudications. I understand this information will be used, in part, to determine my eligibility for an employment or volunteer position with the church. I also understand that I will have the opportunity to review the criminal history, and a procedure is available for clarification, if I dispute the record as received. I, the undersigned, do for myself and heirs, executors, and administrators, hereby release and forever discharge and agree to indemnify the investigating agency and each of their officers, directors, employees, and agents and hold them harmless from and against any and all causes of actions, suits, liabilities, costs, debts and sums of money, claims and demands whatsoever, and any and all related attorney’s fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or a volunteer with Setauket Presbyterian Church of Setauket, New York.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

If under 18,  
Parent or Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

*The information contained in this form is confidential and will be kept in a locked file in the office of a pastor at Setauket Presbyterian Church.*