

**MINISTRY PERSONNEL APPLICATION FORM  
FOR MINISTRIES TO CHILDREN & YOUTH**

North Toronto  
Chinese Baptist Church



In our desire to reduce the risk of abuse within our church ministries, we believe this information is necessary to protect our children, our youth and our volunteers and to effectively place our volunteers in ministry positions. Thank you in advance for your partnership!

**Applicant Information**

Last name:		First Name:	
Married / Maiden Name			
Chinese Name:		Date of Birth: dd / mm / yyyy	Sex: M / F
Home Street Address :		Suite/Apt #	
City :		Postal Code :	
Home Phone: ( )		Work Phone ( )	
Cell Phone : ( )		Email Address:	
Are you a Christian? <input type="checkbox"/> Yes, I have been a Christian since _____ yyyy <input type="checkbox"/> No, I am not a Christian			
Do you regularly attend services (3+/month) at NTCBC? <input type="checkbox"/> Yes, since _____ yyyy <input type="checkbox"/> No, I do not regularly attend.			
Are you a member of NTCBC? ? <input type="checkbox"/> Yes, I have been a member since _____ yyyy <input type="checkbox"/> No, I am not a member			
<input type="checkbox"/> No, I am not a member but I am interested in becoming one <input type="checkbox"/> No, I am not a member but I am transferring my membership			
Have you been baptized? <input type="checkbox"/> Yes, I was baptized in _____ yyyy <input type="checkbox"/> No, I have not been baptized.			
<input type="checkbox"/> No, I am not baptized but I am intending to do so in the next _____ months <input type="checkbox"/> No, but I am currently in a baptismal class.			
Which area of Children's Ministry are you interested in? <input type="checkbox"/> Sunday School (10-11 am) <input type="checkbox"/> Worship (11:15 am-12:35 pm)			
<input type="checkbox"/> Fellowship (Gilead) <input type="checkbox"/> Vacation Bible Camp (VBC) <input type="checkbox"/> Summer Conference			
How are you interested in being involved? Check all that apply.			
<input type="checkbox"/> Teacher	<input type="checkbox"/> Snacks	<input type="checkbox"/> Craft s	<input type="checkbox"/> Set-up
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Nursery/Toddler	<input type="checkbox"/> General Helper	<input type="checkbox"/> Special events
			<input type="checkbox"/> Hall Monitor
			<input type="checkbox"/> Decorations
			<input type="checkbox"/> Childcare

**Personal History**

Please provide your last three employment positions, beginning with the most recent.

Position:		Company:	
Address:		Phone: ( )	
		Website:	
Supervisor:		Contact Person:	
		<input type="checkbox"/> Same as supervisor	
Responsibilities		From mm / yyyy	
		To mm / yyyy	
Position:		Company:	
Address:		Phone: ( )	
		Website:	
Supervisor:		Contact Person:	
		<input type="checkbox"/> Same as supervisor	
Responsibilities		From mm / yyyy	
		To mm / yyyy	

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Position:	Company:	
Address:	Phone: (    )	
	Website:	
Supervisor:	Contact Person:	<input type="checkbox"/> Same as supervisor
Responsibilities		From    m m / y y y y
		To       m m / y y y y

What relevant skills do you have for the area of ministry you are interested in?

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What hobbies/interests do you have? How do you spend your spare time?

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**Spiritual History**

In a brief paragraph, please outline your spiritual journey.

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In a brief paragraph, please outline your statement of faith (at least 3 fundamentals truths to your belief).

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What spiritual gifts do you believe God has given you to serve others?

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**Ministry Information and Experience**

Please list the churches you attended in the last 5 years.

Name of Church:	
Address:	Phone: (    )
	Website:
Attendance from <b>m m / y y y y</b> to <b>m m / y y y y</b>	Membership: <input type="checkbox"/> Yes, I was a member of this church <input type="checkbox"/> No, I was not a member
Name of Church:	
Address:	Phone: (    )
	Website:
Attendance from <b>m m / y y y y</b> to <b>m m / y y y y</b>	Membership: <input type="checkbox"/> Yes, I was a member of this church <input type="checkbox"/> No, I was not a member
Name of Church:	
Address:	Phone: (    )
	Website:
Attendance from <b>m m / y y y y</b> to <b>m m / y y y y</b>	Membership: <input type="checkbox"/> Yes, I was a member of this church <input type="checkbox"/> No, I was not a member

Please list any previous ministry experience here:

Name of Church/Organization:	
Phone: (    )	Website:
Pastor / Supervisor	Email:
Ministry, role(s), responsibilities:	Involvement from <b>m m / y y y y</b> to <b>m m / y y y y</b>
Name of Church/Organization:	
Phone: (    )	Website:
Pastor / Supervisor	Email:
Ministry, role(s), responsibilities:	Involvement from <b>m m / y y y y</b> to <b>m m / y y y y</b>
Name of Church/Organization:	
Phone: (    )	Website:
Pastor / Supervisor	Email:
Ministry, role(s), responsibilities:	Involvement from <b>m m / y y y y</b> to <b>m m / y y y y</b>



List any training, education or other qualifications and experience that have prepared you to minister with children or youth.

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**Information About Your Ability to Work with Children and Youth**

In order to provide a safe and secure environment for our Church's children and youth, we believe it is necessary to include the following questions as part of our application process. All information will be kept confidential by church leadership and the *Plan to Protect* team and will not be disclosed by the church unless required by law. **Answering yes to any of the questions may not necessarily prevent you from volunteering with the church\***. Thank you in advance for your understanding!

- 1. Are there any circumstances involving your lifestyle or history that could call into question your ability to work safely with children or youth in a Christian environment? (e.g. pornography, use of illegal substances, etc.)  Yes  No
  
- 2. Have you ever been convicted or found guilty of a criminal offence for which a pardon has not been granted? (Note: this does not include minor traffic violations) If yes, please list offence(s) and date(s) of conviction:  

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- 3. Have you ever been expelled from or had your employment terminated by any organization or employer for assault or violence against any person, or for assault, violence or impropriety with children, youth or vulnerable persons? (e.g. senior citizens or persons with disabilities)  Yes  No
  
- 4. Have you been investigated by the Child Welfare Agency or any other organization for suspected child abuse?  Yes  No
  
- 5. Have you ever been a defendant or respondent in a civil lawsuit or human rights complaint or other legal proceedings in which you were alleged to have abused or engaged in violence, harassment or other immoral or illegal behaviour or conduct involving children, youth or vulnerable persons?  Yes  No
  
- 6. Do you have any health concerns which would impact your ability to perform the functions of the volunteer position for which you are applying? (Please note that such health concerns may not prevent you from holding the position for which you have applied)  Yes  No
  
- 7. Do you have any contagious diseases or conditions of which we should be aware, and which we may need to take steps to protect against transmission should you volunteer at the Church?  Yes  No

*\* Please note that NTCBC will be requesting all volunteers to have a Canadian Police Information Centre (CPIC) background check done, regardless of the answers above. NTCBC retains the right to request a Vulnerable Sector Screening (VSS) at its discretion. Should a volunteer refuse either a CPIC or a VSS check, NTCBC will request him or her to refrain from ministry until the issue can be resolved.*



**References**

Please provide the names of three individuals, excluding relatives, who could provide a reference for you. Include at least one reference from outside the church.

Name of reference	First	Last
Address	Home Phone: (     )	
	Work Phone (     ):	
Email:		
How do you know this person?		
How long have you known this person?		
Name of reference	First	Last
Address	Home Phone: (     )	
	Work Phone (     ):	
Email:		
How do you know this person?		
How long have you known this person?		
Name of reference	First	Last
Address	Home Phone: (     )	
	Work Phone: (     )	
Email:		
How do you know this person?		
How long have you known this person?		



**RELEASE OF INFORMATION AND DECLARATION OF INTENT**

I hereby give the church consent to verify the information provided by me in this Ministry Personnel Application Form and to contact the references and current and former employers listed above and to obtain and verify any information from them (and any other persons that the Church determines might be able to provide relevant information) that may be relevant to my application.

I grant my permission for the church to perform a police records check on me, and I will sign and return the attached "Release of Information and Declaration of Intent" for such purpose.

I further grant the church permission to perform an Internet search on me (e.g. Facebook, Twitter, Google) and to review and consider any information found by me on the Internet.

I understand that if the church approves my volunteer application and later determines, in its discretion, at any time that I am not suitable for volunteer service in the church or for the volunteer position for which I am applying, the church may terminate my volunteer service or volunteer position for any reason without advance notice.

If the church approves my application for a volunteer position, I will sign any documents that the church requires and will at all times cooperate fully with the staff of the church in the fulfillment of my duties and will keep all confidential information I encounter in my role as a volunteer, confidential.

If at any time I determine that for any reason I am unable to support or adhere to or follow the policies, procedures or doctrine of the church, I will inform the church and will resign my volunteer position.

I hereby acknowledge that, to the best of my knowledge, the information contained in this Ministry Personnel Application Form is true and correct.

Signature of Applicant \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Witness\* \_\_\_\_\_

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

*\*Witness should be someone who is not a relative, preferably someone in church leadership or the person receiving the form. This must be done in person!*

Information received is confidential and is being gathered for the purposes of considering your application for volunteer ministry with the Church and for determining what, if any Church ministries, you may be suited for in future.