

Reference Check Permission Form

I, _____, give **Adult and Teen Challenge of the Upper Cumberland** permission to contact the references listed below to discuss my suitability as a **volunteer ministry worker**.

Signature: _____ **Date:** _____

List three persons who have knowledge of your qualifications. The first reference should be a person who is in a position of "spiritual leadership" in your life who is familiar with your spiritual development. The next two references should be people you know through different relationships and/or situations. For example:, a friend or an employer (paid or volunteer position). Ideally the three references that you provide should come from each of these categories. Please ensure that one of the two non-family references has known you for at least 2 years.

Reference One

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? AM / PM Cell #: _____

Relationship to the candidate: _____ **Length of relationship:** _____

Reference Two

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? AM / PM Cell #: _____

Relationship to the candidate: _____ **Length of relationship:** _____

Reference Three

Name: _____
first initial last

Address: _____
number street Apt No., Unit No., P.O Box

City/Town Postal Code:

Phone: _____ Fax: _____ Email: _____

Best time to call? AM / PM Cell #: _____

Relationship to the candidate: _____ **Length of relationship:** _____

PLEASE READ CAREFULLY. A CHECK IN EACH BOX INDICATES AGREEMENT.

- I understand that ministry is a privilege, not a right, and that my desire to serve must, at all times be affirmed by Adult and Teen Challenge of the Upper Cumberland through its screening process.
- I understand that an appointment to this ministry requires that I provide three references and a background records check by Accufax as part of the screening process.
- I understand that in accepting a volunteer ministry position, I am committing myself to act in compliance with the beliefs, values, policies, and processes of Adult and Teen Challenge of the Upper Cumberland.
- I understand that a substantial percentage of participants in the Adult and Teen Challenge of the Upper Cumberland program have criminal backgrounds and that I assume all related risks in providing services to these individuals. I hereby release and discharge Adult and Teen Challenge of the Upper Cumberland from liability with regard to any damages, losses, or injuries sustained by me arising out of, or relating to my volunteering with Adult and Teen Challenge of the Upper Cumberland.
- I have read and understand the Adult and Teen Challenge of the Upper Cumberland volunteer guidelines and agree to abide by them while serving as a volunteer.
- I understand that training and accountability are key support for my volunteer position. Therefore, I will attend training, as required by the position.
- I understand that I am freely entering into this volunteer arrangement and that I will receive no pay or benefits such as medical insurance or worker's compensation insurance in exchange for my volunteering.
- I know that Adult and Teen Challenge of the Upper Cumberland will maintain a file on persons filling volunteer positions. This information is confidential and will be kept in a secure location.

Signature of Applicant

Date