



Kairos Torch Clearance Policy

KAIROS PRISON MINISTRY INTERNATIONAL, INC.

Kairos Prison Ministry International policy requires appropriate background screening of all Kairos Torch volunteers.

- (1) The Kairos Prison Ministry International, Inc. office will use a professional background screening service, to complete a background check of the following items before any volunteer serves in Kairos Torch:
 - A. Social Security number and identity confirmation.
 - B. National criminal file
 - C. Sexual offender search
 - D. County criminal search
 - E. Motor Vehicle Record (where available)

- (2) The Kairos Prison Ministry International, Inc. office also requires the volunteer applicant to submit the following information to the Kairos Prison Ministry International office for the clearance process:
 - A. Letter of recommendation from the volunteer's pastor/minister
 - B. Letter of recommendation from an employer or past employer
 - C. Letter of recommendation from another responsible person
 - D. Copy of volunteer's driver license, birth certificate, or passport (any 1 of these)
 - E. A signed volunteer application and authorization giving Kairos Prison Ministry International, Inc. the authority/permission to obtain a copy, if any, of the volunteer's arrest and/or criminal records.

- (3) The Volunteer Select Authorization and Consent Form and the documents in (2) should be sent to Kairos Prison Ministry International, Inc. so that authorized personnel may obtain the required information to approve or deny the volunteer's application. These materials should be accompanied by a check for \$ 25.00 made payable to Kairos Prison Ministry.
 - All Kairos Torch volunteers must resubmit their background screening/clearance forms and \$25.00 to Kairos Prison Ministry International, Inc. **every three years.**

- (4) The failure to provide any of the above requested information may result in a denial of the volunteer's application.

- (5) Kairos Torch Volunteers are to resubmit screening packets every three years. Every team list will be reviewed upon submission with reapplication and payment required as needed.

All information provided to the Kairos Prison Ministry International, Inc. office will be stored in a secured, locked file cabinet and/or on a secure server. Only authorized personnel will be allowed to view information. Findings will not be provided to any other organization except as required by State or Federal law. Kairos Prison Ministry International, Inc., in its discretion, may also require fingerprints or other follow up information.

KAIROS Prison Ministry International, Inc.
 100 DeBary Plantation Blvd.
 DeBary, FL 32713-2201
 T: (407) 629-4948
www.mykairos.org



TORCH VOLUNTEER SCREENING

Last Name	First Name	Middle Initial	Nickname, If Any
Have you gone by any other names? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what other names? _____			
_____ <input type="checkbox"/> Female <input type="checkbox"/> Male		Married? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Address	City	State	County	Zip
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Previous Address	City	State	County	Zip
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Home Telephone	Work Telephone	E-mail
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Emergency Contact	Emergency Phone
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Torch Institution	City in which institution is located	Leader's name
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What is / are your:

Education / Training

Occupation

Other Job Experience

Volunteer or Youth Group Experience

Church Affiliations

Address of Church

Name of Pastor / Minister

Identification

Date of Birth

Place of Birth

Driver's License Number

State of Issue

Social Security Number

Three References

Your references should be people not related to you but who know your work and character. Please give the self-mailer reference form to your pastor/minister; employer or past employer; and one other responsible person.

Name (**Pastor**) Telephone

Address City State Zip

Name (**Employer**) Telephone

Address City State Zip

Name (**Personal Friend**) Telephone

Address City State Zip

TORCH VOLUNTEER SCREENING

I certify that all the information on this application is true and complete. I understand that falsification or significant omissions of any information may be justification for dismissal

Signature

Date

I understand as a volunteer for Kairos Torch that Kairos Prison Ministry International, Inc. will perform a background check using a professional screening service, Various State and Federal Agencies and other resources to determine as best they can my suitability for this ministry. By applying to be a volunteer I agree, accept and give permission for Kairos to perform whatever background check(s) Kairos feels is necessary to protect their ministry, the institutions, and the youthful offenders they serve. I agree that being a Kairos Torch volunteer is a privilege not a right and my service as a volunteer may be revoked by Kairos at any time. I understand Kairos Torch is a Christian ministry working with youthful offenders. I agree at all times to conduct my volunteer services with a high degree of personal and moral integrity consistent with traditional biblical principles.

SECTION B.

CRIMINAL BACKGROUND INFORMATION

Have you ever been arrested or convicted of a crime (other than a traffic violation)? Yes No

If yes what City, State, County and year? _____

For what reason? _____

What was the outcome (disposition) of the arrest? _____

Have you ever been convicted of a misdemeanor? Yes No

Have you ever been convicted of a felony? Yes No

If the answer to either of the above is yes, on a separate piece of paper, please explain the circumstances and disposition.

Have you ever been accused of an illegal sexual touching? Yes No

If the answer to the above is yes, on a separate piece of paper, please explain the circumstances and outcome (disposition) of the accusation.

SECTION C.

EMPLOYMENT INFORMATION

Are you currently employed? Yes No

Current or Former Employer _____

Address City State Zip Telephone

Supervisor

TORCH VOLUNTEER SCREENING

SECTION D.

AUTHORIZATION AND CONSENT

During the application process and at any time during the tenure of my employment/service with KAIROS PRISON MINISTRY INTERNATIONAL INC., KAIROS TORCH, I hereby authorize a professional screening service, on behalf of KAIROS TORCH, to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding my character, general reputation, or personal characteristics. This report may be compiled with information from courts record repositories, departments of motor vehicles, past or present employers and educational institutions, governmental occupational licensing or registration entities, business or personal references, and any other source required to verify information that I have voluntarily supplied. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verification to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

Applicant Signature

Date

MN & Oklahoma Residents please note: In connection with your application for employment/service, your consumer report may be obtained and reviewed. Under Minnesota and Oklahoma law, you have a right to receive a free copy of your consumer report by checking the appropriate box below.

YES, I am a Minnesota resident and would like a free copy of my consumer report.

YES, I am an Oklahoma resident and would like a free copy of my consumer report.

CA Residents please note: Under CA law, you have a right to receive a free copy of your report by checking the appropriate box below.

YES, I am a California resident and would like a free copy of my investigative consumer report.

Return Application Materials To:
KAIROS Prison Ministry International, Inc.
100 DeBary Plantation Blvd.
DeBary, FL 32713-2201

Application Checklist:

- Volunteer Screening Form
- Authorization and Consent Form (Section D)
- Screening Results
- Three Reference Forms (May come separately)
- Copy of Driver's License, Birth Certificate or Passport
- Screening Fee (\$25.00)

