

Pre-Volunteer Service Information Sheet

for SPEP Volunteer Ministry Application

You Should Understand That:

1. The information you provided in applying for a volunteer position with SPEP Children and/or Youth Ministry is subject to a background check (hereinafter referred to as “Background Check”) which includes:
 - a. Review of publicly held court and administrative records,
 - b. Review of national and state data bases, sex offender registries or their equivalent
 - c. Review of MVA records if your duties include operating a vehicle for church sponsored activities, and
 - d. Check of references provided by applicant on application.
2. The Background Check does not include a check of any financial records, or credit history.
3. Should any information previously provided in your application change, you are required to promptly notify a member of Session or ministry leader.
4. You are agreeing to allow SPEP to update of your Background Check if you continue to volunteer in children and/or youth ministry.
5. Falsification of any information on the application, whenever discovered, may be grounds for rejection or dismissal.
6. SPEP will not use the information garnered during Background Checks for reasons other than those for which it was obtained.
7. Notice of approved applications will be communicated to the appropriate ministry leaders. Any concerns will be addressed with you by members of Session.

Safeguarding Personal Information:

1. Information which is garnered through Background Checks will be stored in a locked filing cabinet in the Ministry Center to insure privacy.
2. The information obtained through the Background Check and application will be available to members of the Session and person or persons who Session authorizes to collect and store information. Any person authorized by Session for the collection and storage of said information will be required to sign a confidentiality agreement prior to serving.
3. SPEP will not collect more personal information than is required for accomplishing the purposes set forth in the Child Protection Policy

Individual Access:

1. You have the right to see any public record which is obtained during your criminal background or driver’s license record investigation.
2. You have the right to amend information which is out-of-date or otherwise inaccurate.

