



Team Application

This must be completed by all applicants for any volunteer position involving the supervision or custody of minors.

Full Name: _____ Date: _____

I have been attending HCC since: _____ (month) _____ (year)

Highlands Kids t-shirt color: _____ Size: _____

Circle the program(s), day(s), and position(s) you would like to serve in:

0-2 years 3-7 years 8-12 years Welcome Desk

Sundays Wednesdays Teacher & Helper Helper only

Home Address: _____

Email Address: _____

Phone#: _____ Text/Picture messaging: Yes / No

Date of Birth: _____ Married: No / Yes

Permission to share your photograph in Highlands Church-related events: Yes / No

Have you personally and publicly accepted Jesus Christ as your LORD and Savior, and are you committed to striving to display the character of Jesus throughout your life? Yes / No

Ministry Information:

Do you regularly attend the sermon? Yes / No

Do you regularly attend our worship services? Yes / No

Are you currently serving in another church ministry? Yes / No

If so, please list: _____

I have chosen to work with children at Highlands Church of the Cumberland because ...

Allergies or other Medical info that might be needed to help in an emergency:

continued

References: List two adults you have known for at least two years, who are not related to you, but have specific knowledge of your character and ability to work with children, and who fit the classifications set forth below:

1. Highlands Church of the Cumberlands (or previous church) member or staff person:

Name: _____ Nature of association: _____

Length of time known: _____ Phone: _____

2. Employer or fellow employee:

Name: _____ Nature of association: _____

Length of time known: _____ Phone: _____

Previous Address:

If you have lived at your current address for less than 5 years, provide the following information for all addresses at which you lived during that period. (attach additional paper if necessary)

Address: _____

City: _____ State: _____ Zip: _____

Dates from/to: _____

Present Employer: _____

Address: _____

Job Description: _____

Date started this job: _____

Church History and Prior Children's Work:

Previous church work involving children (*List church name, city, state, and type of work you performed*)

Previous non-church work involving children (list each organization name, city, state, and type of work performed)

continued

Personal Disclosure Information: *please circle the appropriate response*

1. Do you have children? Yes / No Ages: _____

2. Have you ever been treated for a psychiatric disorder? Yes / No

3. Have you ever been arrested, convicted, or pleaded guilty to a crime? Yes / No

If yes, explain: _____

4. Have you ever been accused, charged, or alleged to have, or have you ever committed any act of neglecting, abusing, or molesting any child? Yes / No

5. Have you ever been concerned that you may have an addiction to drugs, alcohol, pornography, or any other addiction; or has anyone ever suggested that you may have a problem with any of the above?
Yes / No

6. Have you ever been convicted of the possession, use, or sale of drugs within the last 7 years?
Yes / No

7. Within the past 30 days have you abused alcohol, legal, or illegal drugs? Yes / No

8. Has your driver's license been suspended or revoked within the last 12 months? Yes / No

9. Is there any fact, circumstance, or pattern involving your background that would make it inappropriate for you to serve with minors or would compromise the integrity of the church?
Yes / No *If so please explain:*

If you find yourself questioning any of the above, come and talk with the Highlands Kids Pastors, or Pastor Jason and Rachelle.

continued

Guidelines for serving in Highlands Kids must be followed but not limited to:

- *Complete the Slides training**
- *Teachers must attend HCC for at least three months / Helpers two months**
- *A positive role model**
- *Wear a Highlands Kids T-shirt. If not able, cleavage and undergarments must be covered, pants/ skirts must cover you when bending and sitting, knee shorts are allowed on Wednesdays in the summer and other outdoor events, and leggings must be covered with a tunic**
- *Two or more serving in classrooms is required at all times**
- *Be on time, prepared, focused, and intentional**
- *Attend services regularly. Let the schedule leader know if you need off due to absences. Attend church more than absent or request off for the month**
- *Turn in receipts for purchases, and record any items that need to be replaced**
- *Notify a.s.a.p. if you are unable to serve your scheduled date to the contact leader, if you fail to notify two times, you will not be scheduled the following month**
- *Attempt to find your sub if you are going to miss, let the contact leader and lead teacher know if you are switching**
- *Cell phones will only be for emergencies, contacting a team member, or family of the child**
- *Do not serve if you have been sick, rest seven days before returning if you have been fevered/contagious**
- *Must follow the Curriculum or have permission for other materials, keep the children's best interest in mind when planning (learn them and meet their needs)**
- *Teachers must get the lesson three days before teaching**
- *Please add a reaction to group messages showing you received the messages.**
- *Only share messages with the HK team between 8 am-7 pm.**
- *Communication is huge in kids' ministry! Please read all messages. We are caring for children and it matters. Please commit to the team to reply within 24 hours of a request/message. Thanks for joining Highlands Kids!**

Please see the Highland Kids Pastors for questions and concerns. (updated 1/13/25)

Sign that you have read the guidelines: _____

Applicant's Statement:

The information contained in this application is correct to the best of my knowledge. I authorize any references, churches, or organizations listed in this application to give you any information (including opinions) that they have regarding my character and fitness for children's ministry. I authorize the release of the information contained in this application to any individuals who make decisions about placing applicants in available positions. In consideration of the receipt and evaluation of this application by our church, I hereby release our church and any individual, church, youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in the application.

Should my application be accepted, I agree to refrain from unscriptural conduct in the performance of my services on behalf of the church. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THE RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicants Signature: _____

Date: _____

Turn in completed forms to one of the following:
Chris Watson, Ami Watson, or Marcia Lee

continued

Important: Every Highlands Kids applicant must complete a background form.

Authorization of Background Investigation

Date: _____ Signature: _____

Personal data needed for a background check–Please complete

Email address: _____

First Name Middle Name Last Name

Street Address City State Zip Phone

Date of Birth SSN Driver's License Number State of License

List any other cities and states in which you have lived in the previous seven years

List any LAST names you have used during the previous seven years and/or for higher education

I would like to be notified and receive the results, by email, when your background check is complete: Yes / No

Please keep this for reference when needed.

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