## ADULT APPLICATION FOR SHORT-TERM MISSION TRIPS

(18 years of age and older)

	Trip Dates: _	
pre completing this applicat ve read, understand, and agre	<i>tion, please verify:</i> the to comply with all Cuyahoga Valle	y Church Mission policies.
ature of applicant/Date Signed	d:	
PERSONAL INFO	ORMATION	
For International Trip	s:	
Full Name:	t appears/will appear on your passport	
	Expiration Date:	
Please	refer to trip specific Mission Over	view for visa requirements.
Full Name:		Date:
Check One: □ CVC Merr	nber 🛛 Regular Attender 🗆 Oth	er (explain)
Is this your first CVC miss	sion trip?	∃ No
Home Address:		
City:	State:	Zip Code:
Telephone: Home	Work:	Cell:
E-mail:		
Age: Date of B	Birth:	_
Citizenship:	Country of B	Sirth:
· ·	ne) □ Single □ Married □ Div	0.0
Names of Children:		
In Case of Emergency. p	lease notify:	
0 11		
	State:	

## B. MISSION EXPERIENCE

Please list any recent (within 3 years) mission experience you have had. We're just looking for some highlights, not a comprehensive listing.

City/State or Country	Mission Organization	Dates	Type of Activity
MINISTRY INVOLV	EMENT		
Church Membership:	s □ No If yes, where?		
How long have you been a	member?		
	t you have been recently been ir ne of involvement and any leader	-	
•	th which you have been involved	outside your ch	nurch in the last 24 months
(Please include time of invo	lvement and any leadership posi	tions held.):	

## **D. REFERENCES**

C.

Provide two references. Ideally, the first reference should be a department director in a ministry in which you serve. If not available, a church pastor may be a reference. The other reference should be someone who knows your ministry abilities as well as your strengths and weaknesses. Blank reference forms are in this packet.

Have your completed reference forms mailed directly to: Cuyahoga Valley Church, 5055 E. Wallings Road, Broadview Hts., OH 44147 Attn: Missions Coordinator, or email to missionscoordinator@cvconline.org

Name:	Relationship:		
Address:			
City:			
Telephone Numbers: Home		Work	
How Long Known:			
Name:			
Address:			
Telephone Numbers: Home			
How Long Known:			
Diagon do not overlook (	ha infa halau		

#### Please do not overlook the info below:

Have you or your minor child going on this trip ever been accused or convicted of a crime at any time?

Has anyone ever accused you or your minor child going on this trip of sexual misconduct or child abuse? 
Yes

#### MEDICAL INFORMATION Applicant's Name Ε.

	Health Insurance Company / Policy Number:
	Policy in the Name of:
	Be sure to attach a legible copy of your health insurance card (front & back).
	How would you describe your present health?
	Last tetanus shot: Date: OR Not sure
	Please state any major illness(es) or injuries that may affect your working on this trip:
	Are you presently being treated by a physician? □ Yes □ No If yes, please explain.
	Name, address, and phone number of your personal primary physician:
	Please list any medications you are now taking:
	Please list any allergies you have:
	Name, Address and Phone Number of your dentist:
F PI	For international trips: Please be sure to refer to your Mission Overview for specifics on vaccination requirements with regard to your trip destination. You may also visit http://wwwnc.cdc.gov/travel.
	heck all to which you consent:
	Call my doctor: Doctor's Name: Phone:
	Treatment at nearest available hospital/medical facility
	Treatment by doctor and/or hospital/facility at the discretion of the trip leader
Volunte	er Signature/Date Signed
	I do not give my consent for emergency medical treatment.

## G. PERSONAL TESTIMONY

1. Please share your salvation testimony (700 words or less) in the space below (or attach a copy). Please include how long you have been a believer, how you were saved, and describe your walk with the Lord at the present time.

Use these statements as a guide in writing out your testimony:

(1) your life before making a commitment to Christ; (2) how you came to know Christ personally; (3) how Jesus has changed your life.

# **CVC Skills Inventory**

Applicant's Name:	Home Phone No.:	
Address:	E-mail Address:	Cell Phone No:
1. Occupation		
2. Please indicate the areas you have interes	t in by checking the 1st box. Please indicate	the areas you have experience in by also
2. Please indicate the areas you have interes checking the 2 <sup>nd</sup> box. Example:	Have interest in	Have both interest and experience in
checking the 2 box. Example.		have both interest and experience in
	Child Care	Clean Up
🔄 📃 Drama	Babysitting infants (0-24 months)	Chain saw
Instrument	Babysitting toddlers (25-48 months)	Damage Assessment
	Babysitting young children (4-10 yrs.)	
Other	Babysitting special needs	General labor
	Other	U Mud out
Construction		Other
	Food Service	
Clean Up	Clean up	Medical/Dental
Concrete work		CPR certified
Drywall	General prep/set up	
	Other	Doctor (type)
Flooring (installing carpet)		First Aid certified
	Languages/Interpreter	Medical Assistant
Flooring (installing wood)	French	Nurse (type)
Gutters and downspouts	Spanish	Other
	Signing	
Landscaping	Other	
	Teaching	Safety/Security
Painting (interior)	Grades	Fireman
	Grades	Lifeguard
Roofing (flat)	Sign language	
Roofing (sloped)	Special needs	Other
Siding (aluminum)	Adults	
Siding (vinyl)		
U Wallpapering	Sports	
Yard work	Other	Software competency
Circle your max. working ladder height 6'/	24'/36'	Access database
└ Other		Excel spreadsheet
		Powerpoint
Office / Administration		U Word
		Other software
	Transportation	Sound/Technical
	CDL license Bus endorsement	
L Legal	General Drivers License	Still photography
U Purchasing	Other	Other
Other		
3. List any certifications or licenses you have.		

4. Additional comments

Date Form Completed: \_\_\_\_\_

## **PARTICIPATION AGREEMENT**

### Risk Assumption Form For Short-Term Volunteer Missions

In consideration for participation in Cuyahoga Valley Church short-term mission trips, I agree to release, discharge, and hold harmless Cuyahoga Valley Church; their employees, agents, and members from any and all claims or demands due to personal injury, illness, or death as well as any and all property damage sustained of any nature which may be incurred by me, whether in a foreign or domestic territory.

I am aware of the hazards and risks to my person and property associated with serving in a mission capacity, such hazards and risks including, but not being limited to, death or injury by accident, disease, war terrorist acts, weather conditions, inadequate medical services and supplies, criminal activity, and random acts of violence. I accept my assignment with full awareness of these risks.

I also agree to be directed by and responsible to the designated mission leadership for the project.

I agree to accept all risks subject only to any insurance coverage that may be available to me.

I attest that I have no medical condition that would prevent me from performing my duties.

I have carefully read and understand the contents of this "Participation Agreement" and sign this release as a voluntary act of my free will.

I hereby authorize Cuyahoga Valley Church or its representatives to initiate any medically necessary care on my behalf in the event of my incapability to present myself for such care and agree to be financially responsible to any care provider and authorize the release of any necessary medical or insurance related information pertinent to the circumstances.

This is a legal document and I understand that I have the opportunity to consult with an attorney before signing it. This agreement shall remain in force until I rescind it in writing and that rescinding is signed by an officer of the church and is filed at the church office.

(Signature of Participant)

(Date)

If volunteer is a minor, the parents or legal guardians must sign:

### **CUYAHOGA VALLEY CHURCH**



#### **Volunteer Application Consent Release for Background Check**

In connection with my application for volunteer service with **CUYAHOGA VALLEY CHURCH**, I hereby authorize **CUYAHOGA VALLEY CHURCH** and or Gallant Background Checks LLC., their agent, to obtain background information relative to my criminal record history. I understand that **CUYAHOGA VALLEY CHURCH** may conduct inquiries into my background that may include criminal records, motor vehicle records, personal references and other public record reports pertaining to me

You are hereby authorized without any reservation, any person, agency, or other entity contacted by **CUYAHOGA VALLEY CHURCH** or Gallant Background Checks LLC., their agent for purposes of obtaining background report information, to disclose the information listed above.

I release and hold harmless **CUYAHOGA VALLEY CHURCH**, their respective employees or Gallant Background Checks LLC., their agent and employees and any person, firm, agencies and entities that disclose matters in accordance with this authorization, as well as from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

#### (Please write in blue or black ink. Light ink will not show up) (DOB is Date of Birth)

Requested by: 223023	PLEASE PRINT INFORMATION BELOW

FULL LEGAL NAME(Last, First, Middle)	DOB
(Last, First, Middle)	
OTHER NAMES USED	S.S
DRIVERS LIC #	_STATE ISSUED
Name as it exactly appears on Drivers License	
Please note: If your address is a rural route, or post office box,	we must have City & County where mail was delivered.
Current Address	City
Co St Zip	
How long at this address? (Months/Years)	
Previous Address	City
Co St Zip	
How long at this address? (Months/Years)	
SIGNATURE	DATE
LIST ALL CITY/STATES RESIDED AT SINCE AGE 18 A	
What ministry are you serving in (i.e. Worship Arts, Ushe	

Thank you for applying to help at CUYAHOGA VALLEY CHURCH.

## DRIVER'S LICENSE CHECK

If you desire to do any driving on the trip, either with your family, or drive other team members that are non-family members, you will need:

- 1) A valid drivers license
- 2) Be at least 25 years old
- 3) Not have more than 4 points within the last 24 months on your driving record
- 4) Not have any DUI's (driving under the influence) convictions
- 5) Authorize CVC to do a Drivers License Check

Please check one of the boxes:

- □ I am interested in helping with driving (will need a driver's license check)
- □ I would prefer not to drive but will help with driving if needed. This option requires a driver's license check.
- $\Box$  I do not want to be a driver.

#### All drivers:

Please attach a copy of your driver's license.

□ I authorize Cuyahoga Valley Church to do a driver's license check on me.

Signature	 _ Date:
Name on driver's license:	
Driver's License #:	
Date of Issue:	
State Issuing:	
Expiration Date:	
Date of Birth:	
Last 4 digits of Social:	

## **AUTO INSURANCE**

### If driving your own vehicle, you will need to carry auto insurance at the following minimum coverage:

- Bodily injury liability: \$250,000 each person / \$500,000 each accident
- Property damage liability: \$100,000

#### Please attach a copy of your insurance card.

# Confidential

# **CVC Mission Trip Reference Form**

Trip Name:

Trip Date: \_\_\_\_\_

Please return completed form by: \_\_\_\_

Dominates situation or people Withdraws socially or emotionally

To be completed by the person filling out this reference. Send completed reference to: Cuyahoga Valley Church, 5055 E. Wallings Road, Broadview Hts., OH 44147, Attn: Missions Coordinator.

Applicant's Name:	Home Phone	e No.:
Address:	E-mail Address:	Cell Phone No:
Please be as objective as possible in your evaluat possible by someone who knows the applicant we confidential.	tion of the applicant. This reference will be ell. Leave the item blank if you cannot answ	most valuable to us when completed as honestly as ver it. Please be assured that your reply will be kept
Your Name:		Phone:
Your Address:	City:	State: Zip:
	r/Professor/Teacher  Other cy/Life Group Leader  Friend Surface  1  2  3  4	How long have you known the applicant? Years Months
What level of communication have you had with th		Surface Personal Very Personal
<ol> <li>Check any traits listed that characterize the a</li> <li>Impulsive</li> <li>Friendly</li> <li>Mature</li> <li>Flexible</li> <li>Argumentative</li> <li>Extrovert</li> <li>Introvert</li> <li>Relates well to other races/cultures</li> </ol> 2. Check the areas of ministry you believe the ind <ul> <li>General labor</li> <li>Office/Admin.</li> <li>Food Prep</li> <li>Teaching</li> <li>General child care</li> </ul> 3. Please place a check in each box that describt answer.	<ul> <li>Often needs emotional support</li> <li>Self-starter</li> <li>Moody</li> <li>Low self-esteem</li> <li>Sensitive and caring</li> <li>Pleasant to be with</li> <li>Shy, reserved</li> <li>Follower</li> </ul> dividual would serve BEST in: <ul> <li>Medical ministry</li> <li>Preschool ministry</li> <li>Children's ministry</li> <li>Youth ministry</li> <li>Collegiate ministry</li> <li>Sports</li> </ul>	Quick-tempered Lazy Constantly complaining Easily discouraged Uses inappropriate humor Has respect of others Shares faith naturally Leader VBS/Day camp VBS/Day camp Vocal ministry Other an one box, if necessary. Leave blank if you cannot
PERSONAL RELATIONSHIPS		
	2. Family Relationships     Healthy and supportive     Healthy but not supportive     Dysfunctional but supportive     Dysfunctional and not supportive	3. Social Relationships         Socially adept         Well mannered         Average         Awkward in social situations         Avoid social relationships         5. Interpersonal relationships         Overbearing       Outgoing, friendly
Sensitive/Considerate but awkward	nsensitive/insecure	Average Reserved
EMOTIONAL MATURITY		
6. Response to stress/pressure	Adapts slowly	7. Self-assurance
	Nucleus Slowly	

Becomes overly critical of others

Insecure

Needs encouragement

SPIRITUAL MATURITY		
8. Application of Bible knowledge	9. Level of Spiritual maturi	ity
Much	Mature and consistent	Maturing Christian; fairly consistent
Average	Growing; showing signs	of maturity Up and down; inconsistent spiritual experience
Little	Demonstrates spiritual in	mmaturity
WORKING WITH OTHERS		•
10. Ability to work with supervisors		11. Working relationships
Independent worker; able to take directions	and go	Works well with others
Cooperative in most situations		Has average ability to work with others
Rebellious spirit; likes to do his or her own	thing	Sometimes has difficulty interacting w/others
		Has problems relating to fellow workers
12. Supervisory needs		13. Ministry setting
Needs little close supervision, only direction	۱	Could work alone
Does well with regular, routine supervision		Needs a partner or team
Needs accountability and encouragement to	o accomplish tasks/goals	Could serve in either setting
Needs excessive supervision		
14. Communication skills		÷
Clear, confident in communicating	Average in ability to	communicate Unable to communicate clearly
LEADERSHIP		
15. On a team of two to four people, this pers	ion 1	16. When conflict arises, this person generally responds with:
would likely be:		Peacemaking Openness to resolving conflict
The leader A support	ive team member	Confrontation Lack of cooperation
A self-starting team member A low-initi	ative follower	Withdrawal/Avoidance Defensive/Critical attitude
17. Applicant's involvement in a local church		
Very involved; participates frequently	<u> </u>	cipates regularly
Somewhat involved; participates occasiona		
18. Applicant's ability to use good judgment		
Excellent Good	_ Fair _ Poor	

Please share with us the following on the applicant:

Top three strengths:
1.
2.
3.
Top three challenges (weaknesses):
1.
2.
3.

Are there any hesitations or reservations about the applicant's participating on this	If yes, please explain:
mission trip?	
Yes No	
Has the applicant ever given you any reason to believe that he or she could pose a risk	If yes, please explain:
of physically or sexually abusing a child?	
If you were going on a mission project, in what role would you want this person on your te	eam?
Leader Assistant Leader Peer Would not wa	ant to be on a team with this person
Additional Comments:	

Signature:	Date:

## Confidential

# **CVC Mission Trip Reference Form**

Trip Name:

Trip Date: \_\_\_\_\_

Please return completed form by: \_\_\_\_\_

Dominates situation or people Withdraws socially or emotionally

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Applicant's Name:	Home Pho	ne No.:	
Address:	E-mail Address:	Cell Phone No	:
Please be as objective as possible in your evaluation possible by someone who knows the applicant well. L confidential.	I of the applicant. This reference will b eave the item blank if you cannot ans	e most valuable to us when com wer it. Please be assured that y	pleted as honestly as our reply will be kept
Your Name:		Phone:	
Your Address:	City:	State:	Zip:
	ofessor/Teacher Other fe Group Leader Friend face 1 2 3 4	How long have you ki Years N	hown the applicant? Months 910 Very Well
What level of communication have you had with the a		Surface Personal	Very Personal
2. Check any traits listed that characterize the appli      Impulsive     Friendly     Mature     Flexible     Argumentative     Extrovert     Introvert     Relates well to other races/cultures  2. Check the areas of ministry you believe the individe     Construction     General labor     Office/Admin.     Food Prep     Teaching     General child care  3. Please place a check in each box that describes to answer.	<ul> <li>Often needs emotional support</li> <li>Self-starter</li> <li>Moody</li> <li>Low self-esteem</li> <li>Sensitive and caring</li> <li>Pleasant to be with</li> <li>Shy, reserved</li> <li>Follower</li> <li>ual would serve BEST in:</li> <li>Medical ministry</li> <li>Preschool ministry</li> <li>Children's ministry</li> <li>Youth ministry</li> <li>Collegiate ministry</li> <li>Sports</li> </ul>	Quick-tempered Lazy Constantly comp Easily discourag Uses inappropria Has respect of o Shares faith natu Leader VBS/Day camp Evangelism Drama ministry Vocal ministry Other	ed ate humor thers urally
PERSONAL RELATIONSHIPS         2           1. Peer relationships         2	. Family Relationships	3. Social Relation	shins
Very popular       []         Make friends easily       []         Slow to make friends       []         Generally avoided       []         4. Relationships w/opposite sex       []	<ul> <li>Healthy and supportive</li> <li>Healthy but not supportive</li> <li>Dysfunctional but supportive</li> <li>Dysfunctional and not supportive</li> </ul>	Socially adept Well mannered Average Awkward in sc 5. Interpersonal relations	cial situations elationships hips
Sensitive/Considerate but awkward	s at ease nsitive/insecure	Overbearing Average Loner	Outgoing, friendly Reserved
EMOTIONAL MATURITY 6. Response to stress/pressure		7. Self-assurance	
	ots slowly	Confident	Average

Becomes overly critical of others

Insecure

Needs encouragement

SPIRITUAL MATURITY		
8. Application of Bible knowledge	9. Level of Spiritual maturi	ty
Much	Mature and consistent	Maturing Christian; fairly consistent
Average	Growing; showing signs	of maturity Up and down; inconsistent spiritual experience
Little	Demonstrates spiritual ir	mmaturity
WORKING WITH OTHERS		
10. Ability to work with supervisors		11. Working relationships
Independent worker; able to take directions	and go	Works well with others
Cooperative in most situations		Has average ability to work with others
Rebellious spirit; likes to do his or her own	thing	Sometimes has difficulty interacting w/others
		Has problems relating to fellow workers
12. Supervisory needs		13. Ministry setting
Needs little close supervision, only direction	۱	Could work alone
Does well with regular, routine supervision		Needs a partner or team
Needs accountability and encouragement to accomplish tasks/goals		Could serve in either setting
Needs excessive supervision		
14. Communication skills		
Clear, confident in communicating	Average in ability to	communicate Unable to communicate clearly
LEADERSHIP		
15. On a team of two to four people, this pers	i <b>on</b> 1	6. When conflict arises, this person generally responds with:
would likely be:		Peacemaking Openness to resolving conflict
The leader A support	ive team member	Confrontation Lack of cooperation
A self-starting team member A low-initiation	ative follower	Withdrawal/Avoidance Defensive/Critical attitude
17. Applicant's involvement in a local church		
Very involved; participates frequently		
Somewhat involved; participates occasionally		
18. Applicant's ability to use good judgment working under stress, especially with children and/or youth		
Excellent Good Fair Poor		

Please share with us the following on the applicant:

Top three strengths:
1.
2.
3.
Top three challenges (weaknesses):
1.
2.
3.

Are there any hesitations or reservations about the applicant's participating on this	If yes, please explain:
mission trip?	
Yes No	
Has the applicant ever given you any reason to believe that he or she could pose a risk	If yes, please explain:
of physically or sexually abusing a child?	
If you were going on a mission project, in what role would you want this person on your team?	
Leader Assistant Leader Peer Would not want to be on a team with this person	
Additional Comments:	

Signature:	Date:

## **MISSION TRIP APPLICATION CHECKLIST FOR ADULTS**

(Please keep this and a copy of your completed application for your records.)

Use this document to be sure you have completed all needed and requested information.

You are encouraged to keep a copy of all records for your personal files. <u>If you go on more than</u> <u>one mission trip this year</u>, you can simply copy this application and turn it in a second time. No need to complete a brand new application.

### **Application Checklist**

- □ Trip Application
- □ Copy of Health Insurance Card
- □ Reference Forms (2) sent out to references
- Personal Testimony
- □ Skills Inventory
- □ Participation Agreement
- □ Background Check Authorization
- Driver's License Check
- Copy of Driver's License
- Copy of Proof of Auto Insurance (only needed if driving your own vehicle)

#### For international trips:

- Current passport
- □ Vaccinations (please refer to Mission Overview)

Call Elena Golsch, 440.972-2210
Elena Golsch, Missions Coordinator
Cuyahoga Valley Church
5055 E. Wallings Road
Broadview Hts., OH 44147
or email to missionscoordinator@cvconline.org

Reference forms may be mailed directly to CVC by the person completing the document.

#### After the trip is completed:

- □ Thank you notes to your donors
- □ Trip de-briefing (How I saw God at work on the trip and in my life...)