

**Personal Data Sheet**

Church and/or Ministry \_\_\_\_\_

Type of Ministry \_\_\_\_\_

**Identification**

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (Work/Home) \_\_\_\_\_ # \_\_\_\_\_

Current Employment \_\_\_\_\_

**Personal Motivation**

Why are you interested in working in corrections? \_\_\_\_\_

Other Special Skills: \_\_\_\_\_

**Professional Credentials**

Education (degree, name of institution) \_\_\_\_\_

License/Certification, as needed (attach photo copy) \_\_\_\_\_

Previous Prison Ministry Experience: \_\_\_\_\_

**References**

List at least two persons who know you. If you are employed, one should be your employer/supervisor. Other references may include a friend, co-worker, pastor, faculty advisor, etc. Either provide a letter of reference or let the person know that we will be contacting them by phone.

(Name, Phone #, Relationship)	For department use (Record of comments)
1. _____	1. _____
2. _____	2. _____

Have you ever been convicted of a criminal offense? (Yes) (No)

If yes, please explain briefly: \_\_\_\_\_

If you will be using your own car in this work, please provide the following:

Automobile License (State) \_\_\_\_\_ # \_\_\_\_\_

Automobile Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_

(To be placed in personnel file at Facility).

**RETENTION SCHEDULE:**

Upon completion this form will become part of the volunteer's personnel file to be maintained locally two years past termination of the volunteer services.