



Court Appointed Special Advocates (CASA) Minnesota

# Volunteer Application Form

also available online at [www.casamn.org/volunteerapplication.htm](http://www.casamn.org/volunteerapplication.htm)

## Contact information

Name: \_\_\_\_\_

Phone (day): \_(\_\_\_\_\_)\_\_\_\_\_ Phone (evening): \_(\_\_\_\_\_)\_\_\_\_\_

Phone (mobile): \_(\_\_\_\_\_)\_\_\_\_\_ Email address: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_-

Emergency contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency contact phone: \_(\_\_\_\_\_)\_\_\_\_\_

You must be at least 21 years old to apply. Are you at least 21 years of age?  Yes  No

Are you a licensed, insured Minnesota driver?  Yes  No License number: \_\_\_\_\_

Please indicate the primary county in which you desire to serve as a Guardian ad Litem/CASA:

Hennepin County (Fourth Judicial District)

Ramsey County (Second Judicial District)

Blue Earth, Brown, Cottonwood, Faribault, Jackson, Lincoln, Lyon, Martin, Murray, Nicollet, Nobles, Pipestone, Redwood, Rock, and/or Watonwan Counties (Fifth Judicial District)

Do you have special needs which may necessitate reasonable accommodations in the interviewing process or in performing the essential functions of the position for which you are applying?  Yes  No

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

\_\_\_\_\_

## Educational

Please briefly describe your educational background, listing your most recent education first. Be sure to include your high school or GED. If you require more room, please use the back of this page.

School	City & State	Country	Area of study	Degree, diploma, or certificate earned	Start date	End date
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**Employment history**

Please briefly describe your employment history. If you require more room, please use the back of this page.

Company or organization	Address	Phone	Supervisor's name	Start date	End date	Your role & responsibilities


**Volunteer experience**

Please explain briefly why you are interested in becoming a Guardian ad Litem/CASA, Court Appointed Special Advocate for Children:

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How did you hear about this opportunity? \_\_\_\_\_

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Have you attended an information session?  Yes  No

Have you ever served as an advocate for any person or group in a position other than a Guardian ad Litem/CASA, Court Appointed Special Advocate for Children?  Yes  No If yes, please explain:

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Have you ever served as Guardian ad Litem or CASA, Court Appointed Special Advocate for Children?  Yes  No If yes, please answer the following questions:

When? Please be specific about dates: \_\_\_\_\_

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For how long? \_\_\_\_\_

Where? Please list the state and county or counties: \_\_\_\_\_

\_\_\_\_\_

What kind of cases did you work with?  Family  Juvenile  Other—please explain:

\_\_\_\_\_

What was the average caseload that you carried? \_\_\_\_\_

\_\_\_\_\_

Have you ever been involuntarily discharged or terminated from a Guardian ad Litem or CASA program or training?

Yes  No If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you ever been denied the opportunity to enlist in a Guardian ad Litem or CASA training program?

Yes  No If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had any personal or professional experience with the child welfare system?  Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you had any personal or professional experience with the family court system?  Yes  No

If yes, please explain:

\_\_\_\_\_

\_\_\_\_\_

Please describe your previous volunteer experience. If you require more room, please use the back of this page.

Organization name	Organization address	Organization phone	Supervisor's name	Start date	End date	Your role & responsibilities
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**Special skills &**

Please list any special skills, interests, committee work, community work, community affiliation, spoken languages other than English, American Sign Language (ASL), or other experience that may assist you in carrying out the responsibilities of a Guardian ad Litem or CASA:

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What experience (personal and/or professional) do you have that you believe qualifies you to share your opinion regarding children and families? Please be sure to list any relevant experience working with children and families.

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Please note any professional licenses or certification, including license numbers:

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If you have been an attorney, have you ever had your license revoked or suspended?  Yes  No  
If yes, please explain:

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If you have been an attorney, please list your attorney license number: \_\_\_\_\_

### Training & availability

Can you be available for court appearances during the day?  Yes  No

Can you see yourself visiting with a family in their home to gather information?  Yes  No—please explain:

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Are you available to complete 40 hours of Pre-Service Training?

Yes  No  I already completed my training—please explain below:

When: \_\_\_\_\_

Where: \_\_\_\_\_

Are you able to serve as a CASA/Guardian ad Litem for at least the next 18 months?  Yes  No—please explain:

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Can you participate in 12 hours of mandatory ongoing training per year?  Yes  No—please explain:

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## References

Please provide one personal and two professional references from individuals who have knowledge of your work or volunteer experience. Please do not include family members.

Personal reference							
Name	Relationship to you	Street address	City	State	Zip	Phone	Email address
Professional references							
Name	Relationship to you	Street address	City	State	Zip	Phone	Email address

## Consent

I submit that the statements and data provided in this application are true and complete to the best of my knowledge. I understand that all statements are subject to verification and that an intentional falsification or omission of information on this application may disqualify me from being considered for a volunteer position or may result in my future dismissal from the program. I give my permission to the Guardian ad Litem and CASA programs in the Judicial District to which I am applying to inquire about my qualifications and background. I understand that this reference check may be done by phone or in writing and I am aware it may include present and past employers in addition to the personal and professional references that I have provided.

Yes  No

Signature: \_\_\_\_\_

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

## Privacy

We value your privacy. If you choose to share with us your personal information using this application, a written letter, a fax, or an email, we will not share your information with anyone other than members of the Guardian ad Litem and CASA programs except as necessary in the course of the application process described in the "Consent" section above.



## Submitting this

To submit this application to your local CASA/Guardian ad Litem program, please send your completed application to the street address or fax number for the primary district in which you would like to volunteer:

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**Second district**  
*Ramsey County*

Guardian ad Litem/CASA Program  
Juvenile and Family Judicial Center (JFJC)  
Ramsey County Guardian ad Litem Program  
25 West 7<sup>th</sup> Street  
St. Paul, MN 55102-1103  
fax: 651-266-5277

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**Fourth district**  
*Hennepin County*

Guardian ad Litem/CASA Program  
590 Park Avenue, MC L878  
Minneapolis, MN 55415  
fax: 612-348-4154

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**Fifth district**  
*Blue Earth, Brown, Cottonwood, Faribault,  
Jackson, Lincoln, Lyon, Martin, Murray,  
Nicollet, Nobles, Pipestone, Redwood, Rock  
and Watonwan Counties*

Guardian ad Litem/CASA Program  
Rock County Courthouse  
204 East Brown Street  
Luverne, MN 56156



Thank you!