

Reducing the **Risk**

A Child Sexual Abuse
Awareness Program

Screening Forms for Volunteers

ChurchLaw&Tax

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A Child Sexual Abuse Awareness Program

Screening Forms for Volunteers

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Important Notice to Ministries

The Screening Forms for Volunteers is designed to be a screening tool for volunteer applicants who serve with minors in your ministry. This is **not** an employment application, nor are these forms to be used for employees or applicants for employment.

Use the appropriate forms for the candidate you are screening. Retain completed forms in a confidential file regardless of whether or not you select the candidate. All forms should be stored securely under lock and key.

This book presents suggestions that may help you reduce the risk of child sexual abuse within your ministry or organization. Unfortunately, no foolproof procedure exists to eliminate child sexual abuse. It is possible that an incident may occur even if you implement all the suggestions in this book. You are encouraged to review this resource carefully and to consult an attorney with expertise in this area of the law as it applies to your jurisdiction to receive advice concerning your prevention efforts.

For Volunteers Use:

Check each box when you receive completed forms.

- Volunteers Service Application**
- Authorization and Release of Liability**
- Personal Reference Form**
- Prior Service Reference Form**

For Ministry Use ONLY:

Check each box when you receive completed forms.

- Telephone Interview Form for Personal References**
- Telephone Interview Form for Prior Service**
- Interview Questions for Volunteers**

NOTE

For easier accessibility, if you're viewing this document on your computer's screen click on the form title to get to the form.



How to Use This Resource

The following notes are included to help you understand the screening principles behind questions on the forms.

Volunteer Service Application

This form collects personal and relevant information for volunteers who will be serving with minors in your ministry.

The first section collects basic personal information. Note the following:

Birthdate (month and day only). Many ministries like to recognize volunteers on their birthday. This information is optional.

How long have you attended this faith community (if less than one year indicate number of months)? This question is very important for any volunteer who will work with children or youth. Some individuals who engage in sexual molestation of children employ predatory tactics and seek quick access to their victims. One factor in deterring these individuals is to delay volunteer service for a period of time. Many ministries have adopted a “six-month rule” meaning that no individual can serve as a volunteer until he or she has been a member of the faith community for at least six months. A predator seeking quick access to victims is less likely to remain in a faith community that adopts such time restrictions.

Are you a member of this faith community? If yes, how long have you been a member? This is another important screening question for those who desire to work with minors. The goal in filling these positions is to use volunteers who have manifested a demonstrable commitment to the faith community, who are known to other workers, leaders, and members of the congregation, and who have been active in the congregation for a reasonable period of time, such as the six-month rule noted above. The principle is to lower risk through using volunteers who are known and committed to the faith community.

Are you 18 years of age or older? This form is not intended for individuals under 18 years of age. Often, ministries use adolescents for childcare and other positions that involve the supervision of children. Unfortunately, many ministry leaders are unaware that a significant percentage of child molesters are themselves minors. Children should be not given volunteer responsibilities that exceed their maturity or ability to perform them safely and adequately. The use of children in these positions exposes the ministry and the children to a higher level of risk. Children should be used as volunteers only with adequate adult supervision, training, and screening, and minor volunteers should not be permitted to be alone with a child (or children).

Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation? Selection of an individual with certain criminal convictions places the ministry and

its leaders in a high risk position. For example, in one state, a conviction for one of the following offenses automatically disqualifies an individual as a childcare worker: murder, manslaughter, vehicular homicide, killing of an unborn child by injury to the mother, assault (if the victim of the offense was a minor), aggravated assault, battery (if the victim of the offense was a minor), aggravated battery, kidnapping, false imprisonment, sexual battery, prohibited acts of persons in familial or custodial authority, prostitution, lewd and lascivious behavior, lewdness and indecent exposure, arson, theft or robbery and related crimes (if the offense was a felony), fraudulent sale of controlled substances (if the offense was a felony), incest, aggravated child abuse, child abuse, negligent treatment of children, sexual performance by a child, obscene literature, drug abuse prevention and control (if the offense was a felony or if any other person involved in the offense was a minor).

Historically, some ministries have been willing to forgive offenders and place them in positions of ministry. In light of today's legal environment, however, what the ministry may view as a second chance or as an act of forgiveness would almost certainly be viewed by a court or jury as an act of negligence. If a ministry, aware of the risk, nevertheless permits a volunteer with a criminal background to participate in a ministry with minors, and the volunteer repeats his or her crime, a jury is likely to find that the ministry was negligent and hold it liable for the harm caused to the minor by the volunteer. Furthermore, if the jury finds that the ministry was extremely careless or acted in "reckless disregard" for the well-being of the injured minor, the jury may well award punitive damages, which can financially devastate a ministry and its leaders. In addition, the verdicts are sometimes against not just the ministry as an entity, but also against the particular ministry leader(s) the jury finds to have been negligent. Ministry leaders take on significant risk if they knowingly use a volunteer with a criminal background that poses a risk to children or other members of their faith community.

Not every criminal conviction, however, is a disqualifier. While offenses such as those listed above often serve as automatic disqualifiers in many states from working, for example, in childcare, other offenses may not.

KEY POINT If an applicant has been convicted of a criminal offense, seek the advice of competent legal counsel before making any final determination concerning volunteer service.

Training and Experience. The individual should provide information concerning training and experience related to the volunteer position. The listing of a professional license or certification can be checked using a background check provider.

Driving Information.

Many ministries do not screen drivers who will be transporting minors for ministry events. Failure to screen can place the ministry in a vulnerable position if an accident should occur and an allegation of

negligent selection is made. This form assists with the screening process. Anyone who drives a ministry vehicle should always be cleared in advance by the ministry's insurance carrier. A background check can be conducted to assess a volunteer's suitability for transporting minors.

Reminder: Remember to enforce the two-adult rule when transporting minors for ministry events, taking care not to have one adult alone with one minor.

CAUTION!

Conducting a vehicle records search is not a substitute for obtaining prior authorization from your insurance carrier of those who drive ministry vehicles. Your insurance may cover only listed drivers.

References. Applicants should provide at least two references related to prior service with minors, and at least two personal references from within your faith community. This information is collected to assess the background and character of the applicant. Following the six-month rule will insure that unknown individuals are not considered for volunteer positions. Some pedophiles, for example, feel uncomfortable around adults and may stay isolated and withdrawn. Even though they may be a member of the faith community and have attended for some time, no one has come to know them. Seeking references within the faith community takes this concern into account. Requiring both prior service and personal references will insure a basic level of knowledge about the applicant. Applicants who cannot provide at least two personal references within the faith community should not be permitted to volunteer with minors. The listed references should be contacted either through a written reference form or by telephone. References can be checked using the following forms:

- Personal Reference Form
- Telephone Interview Form for Personal Reference
- Prior Service Reference Form

Volunteer's Statement. When signed, this statement provides the ministry with authorization to collect information regarding the applicant's character and fitness for volunteer service. It is designed to release the ministry and those who provide reference information from liability in complying with the authorization excepting only the communication of knowingly false information. The applicant's statement also provides a waiver option. The applicant may waive the right to inspect information provided by references or not waive that right. Make sure the applicant checks one of the two boxes.

Local laws may apply with respect to the release language. Please consult an attorney regarding the effect and enforceability of the release language provided.

Signature and date. The applicant should sign and date the application. The application should be returned in an envelope marked *Personal and Confidential* to the designated ministry representative who has authority to read the application.

Reference Forms

KEY POINT If the applicant waives the right to see references, both personal and prior service reference forms should be stored separately with other screening documents in a confidential folder or envelope.

KEY POINT These reference forms solicit a written reference. If available, please attach a description of the position for which the volunteer is applying to the reference forms. While written references are preferable, you may need to conduct an interview by telephone instead. In this case, use the Telephone Interview Form for References.

Personal Reference Form

One for mailing this reference form, plus one telephone interview reference form, are included. These forms are to be used in conjunction with the names listed as personal references from your faith community on the **Volunteer Service Application**. The Personal Reference Form contains the following sections:

Part 1: To be completed by the Applicant. Under the “Name of Applicant” column, the applicant should write in his or her own name and address. Under the “Name of Reference” column, the applicant should write in the name and address of the personal reference.

Part 2: To be completed by the Ministry Representative. The ministry representative should be a person authorized to read the application. The first step is to complete the name and mailing address information. Second, the position title should be inserted in the instructions for the reference at the beginning of Part 3. If a job description is available, it should be attached to the reference form. The job description enables the reference to provide a focused response with respect to the specific duties that the job entails.

Part 3: To be completed by the Personal Reference. The reference then completes the rest of the form. A brief explanation of each question is provided below.

1. In what capacity do you know the applicant? This question is important in assessing the relationship that exists between the applicant and the reference, and the impact of that relationship on the quality of the reference.

2. How long have you known the applicant? Like the first question, this question is important in assessing the relationship that exists between the applicant and reference, and the impact of that relationship on the quality of the reference.
3. Rating Scales. These ratings provide a broad general assessment of the applicant's background and character.
4. Are you aware of any facts demonstrating that the applicant should not be considered for the volunteer position described? This is a straightforward screening question. A "yes" answer should be taken seriously, and the ministry should conduct an assessment of all the facts and opinions expressed.
5. Are you aware of any facts demonstrating that the applicant's volunteer service should be restricted? A "yes" response requires further investigation. In some ministries or organizations, an individual with past problems may be retained for volunteer service, but with certain restrictions. In such cases, failure to adhere to those restrictions could place a ministry at a higher level of risk. If the prior offense involved certain criminal conduct, such as child molestation, it is doubtful that any restrictions would be sufficient to eliminate levels of higher risk.
6. Based on your knowledge of the applicant, which of the following best reflects your evaluation of the applicant's suitability for the volunteer position described? This question solicits a personal assessment of the applicant from the reference. The response given should be considered in light of the overall responses and other information that is collected from and about the applicant.

Prior Service Reference Form

The Prior Service Reference Form is to be used in conjunction with the names listed as prior service references on the **Volunteer Service Application**. The Prior Service Reference Form is designed for use with organizations in which the volunteer has previously served—preferably other youth-serving organizations—either as a volunteer or as a paid employee. This reference form includes the following sections:

Part 1: To be completed by the Applicant. Under the "Name of Applicant" column, the applicant should write in his or her own name and address. Under the "Name of Reference" column, the applicant should write in the name, organization and address of the reference. The applicant should also provide the requested employment history or volunteer service information.

Part 2: To be completed by the Ministry Representative. The ministry representative should be a person authorized to read the application. The first step is to complete the name and mailing address information. Second, the position title should be inserted in the instructions for the reference at the beginning of Part 3. If a job description is available, it should be attached to the reference form. The job description enables the reference to provide a focused response with respect to the specific duties that the job entails.

Part 3: To be completed by the Prior Service Reference. The reference then completes the rest of the form. A brief explanation of each question is provided below.

1. In what capacity do you know the applicant? This question is important in assessing the relationship that exists between the applicant and the reference, and the impact of that relationship on the quality of the reference.
2. Is all the above information provided by the applicant concerning employment history or volunteer service correct? A “no” response requires further investigation. Candidates generally are removed from consideration for providing misleading or untruthful information.
3. If the applicant is no longer working with your organization, why did the applicant leave? A response of “dismissal” or “involuntary resignation” requires further investigation. If the resignation involves a criminal offense, see the notes found in the section regarding questions on the Volunteer Service Application, “Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation?” And, “Are you now under charges for any criminal offense?”
4. If the applicant is no longer working with your organization, would you consider rehiring the applicant? A response of “no” requires further investigation. A personal reason should be differentiated from a reason such as a past history of criminal conduct.
5. Are you aware of any facts demonstrating that the applicant should not be considered for the volunteer position described? This is a straightforward screening question. A “yes” answer should be taken seriously, and the ministry should conduct an assessment of all the facts and opinions expressed.
6. Are you aware of any facts demonstrating that the applicant’s volunteer service should be restricted? This is a straightforward screening question. A “yes” answer should be taken seriously, and the ministry should conduct an assessment of all the facts and opinions expressed.
7. Based on your knowledge of the applicant, which of the following best reflects your evaluation of the applicant’s suitability for the volunteer position described? This question solicits a personal assessment of the applicant from the reference. The response given should be considered in light of the overall responses and other information that is collected from and about the applicant.

KEY POINT Along with the reference forms, the ministry representative should include a photocopy of the applicant's signed **Authorization and Release of Liability Statement**, which is on the **Volunteer Service Application**. The statement is intended to release references from liability and also indicates if the applicant has waived his or her right to review references. The ministry representative should also include two additional items with the reference forms he or she mails out: a cover letter and a pre-addressed, postage paid envelope marked "Personal and Confidential." If the letter is not returned within a reasonable period, a second follow-up letter can be sent. Another option is to conduct a telephone reference check using the **Telephone Interview Form for References**.

Telephone Interview Forms

KEY POINT If the applicant waives the right to see references, reference forms should be stored separately in a confidential folder or envelope.

Today, more employers conduct reference checks over the telephone than through the mail. While it is better to get a written reference, this is not always possible. If a telephone reference is sought, then the interviewer should take written notes, and complete the "Statement of Interviewer" on the back of the interview form. The person conducting the interview should have authority to collect confidential information. Before conducting the interview, the interviewer should check to determine if the applicant has waived the right to see references, and has signed the applicant's statement indicating that the applicant has released the reference from liability.

The **Authorization and Release of Liability** are found on the **Volunteer Service Application**. The Telephone Interview Forms contain the same questions that appear on their counterpart written reference forms.

KEY POINT The Telephone Interview Forms solicit a verbal response from the reference. While written references are preferable, they are not always possible. Always describe the job duties to the reference before the beginning of the interview. A job description enables the reference to provide a focused response to the interview questions. Also, attach any notes taken during the interview to the interview form.

Interview Questions for Volunteers

Conducting an interview is a vital part of the screening and selection process for volunteers who work with children or youth. Ministries that conduct interviews for volunteers who will work with minors will be in a better position to defend themselves against a claim of negligent selection than those who do not conduct interviews. The interviewer should be a person who is authorized to review the Screening Forms.

The interview should be conducted after the reference checks have been completed. The person conducting the interview should carefully review the **Volunteer Service Application**, as well as the reference forms, and ask the volunteer to clarify any questions or concerns. Interviewing a volunteer worker is quite different from interviewing a potential employee. Volunteers are donating their time and services and often a friendship exists between volunteer workers and the interviewer. While this may contribute to a more informal setting, it should not diminish the importance of the interview. The interviewer should carefully assess the motivation of the volunteer worker, and listen for any clues that might indicate the need for additional assessments or information before the volunteer begins his or her service. The **Interview Questions for Volunteers** provides questions that can be used to assess the compatibility of the applicant with the position under consideration. The sample questions are designed to prompt the thinking of the interviewer on questions that might be asked, and to provide for a consistent process for each person who is interviewed.

Annual Review of Volunteer Service Application

This form is to be completed annually (for example, have all children's/youth volunteers complete it at the beginning of each year regardless of when their volunteer service began). Its purpose is to confirm that the information contained in the original **Volunteer Service Application** is still valid and up-to-date. Any changes should be noted on this form. Use of this form helps demonstrate the care the ministry or faith community takes in screening its volunteers. If the volunteer discloses a recent criminal conviction or some other misconduct, the ministry should seek the assistance of competent legal counsel in determining what actions to take. Retaining individuals who have engaged in certain criminal offenses places the ministry or faith community and its leaders in a position of higher risk.

Volunteer Service Application

(This is *NOT* an employment application.)

— CONFIDENTIAL —

Welcome! Thank you for considering serving with our ministry. Children's safety is our top priority. Thoroughly screening our applicants is one important step we take to accomplish this goal. Thanks for taking just a few minutes to fill out this form. When you're done, please submit it to the person identified in the last section of this application. We will follow up with you after we've had a chance to review your completed forms. Please note that this is NOT an employment application, and volunteers are NOT considered employees and are NOT financially compensated. Please let us know if you have any questions about this screening process. Again, thanks for partnering with us in our ministry!

Personal Information

Today's date _____

First and Last Name _____

In what position do you desire to serve in our children's/youth ministry? _____

Address _____

City _____ County _____ State _____ Zip _____

Home Phone: _____ Work: _____ Cell: _____

Email address _____ Birthdate (month and day only) _____

If you have lived at your current address less than seven years, provide information on all addresses during that period.

Address _____

City _____ County _____ State _____ Zip _____

Address _____

City _____ County _____ State _____ Zip _____

Address _____

City _____ County _____ State _____ Zip _____

(Use a separate sheet of paper to list additional addresses.)

1. How long have you attended this faith community? _____ years _____ months

2. Are you a member of this faith community?

Yes; No; If yes, please indicate how long you have been a member: _____ years _____ months

3. Why do you want to serve in this ministry? _____

4. Are you 18 years of age or older?

Yes No

5. Have you ever been convicted of, pled guilty to, or pled no contest to a crime other than a minor traffic violation?

Yes; No; If yes, please explain. _____

6. Are you now under charges for any criminal offense? A criminal conviction will not necessarily disqualify you from consideration.

Yes; No; If yes, please explain. _____

Training, Experience, Professional Certifications, or Licenses

7. List any training or experience you have had that qualifies you for the position in which you seek to volunteer, including any professional license or certification. (If you need more room, write any additional comments that you would like to make about your background on a separate sheet and attach it to this application.)

Driving Information

8. Complete this portion if you will drive a vehicle as part of your volunteer service to the ministry. Clearance must be obtained from the ministry's insurance carrier before you drive any ministry vehicle.

Driver's license number _____ State of issue _____
Expiration date _____ Birthdate _____

Type of license:

operators; commercial; chauffeur; other; (please specify) _____

Do you have any restrictions on your driver's license?

Yes; No; If yes, please note here: _____

Have you been involved in any motor vehicle accidents while driving during the past five years?

Yes; No; If yes, please list this question and describe each accident on a separate sheet.

Have you ever been convicted of any moving violations during the past five years?

Yes; No; If yes, please list this question and describe each conviction on a separate sheet.

Do you carry liability insurance on your automobile?

- Yes; If yes, please identify the insurance company. _____
- No; If no, do not drive as a volunteer. All volunteer drivers must have liability insurance coverage.

References

9. List at least two references from places of employment or prior volunteer service, especially regarding previous work with other youth-serving organizations. Additional references may be provided on a separate sheet of paper. References must meet the following criteria: must be over age 18; must not be a relative; must have seen you work with minors and be able to speak to your ability to serve young people; and must have known you for at least one year.

A. Name _____
 How do you know this person? _____
 Length of time you've known this person ____ (years)
 Address _____ City _____ State _____
 Home Phone: _____ Work: _____ Cell: _____
 Email address _____

B. Name _____
 How do you know this person? _____
 Length of time you've known this person ____ (years)
 Address _____ City _____ State _____
 Home Phone: _____ Work: _____ Cell: _____
 Email address _____

10. List at least two references from within this faith community or ministry. References must meet the following criteria: must be over age 18; must not be a relative; must be able to speak to your ability to serve young people; and must have known you for at least one year.

A. Name _____
 How do you know this person? _____
 Length of time you've known this person ____ (years)
 Address _____ City _____ State _____
 Home Phone: _____ Work: _____ Cell: _____
 Email address _____

B. Name _____
 How do you know this person? _____
 Length of time you've known this person ____ (years)
 Address _____ City _____ State _____
 Home Phone: _____ Work: _____ Cell: _____
 Email address _____

11. Identify all faith communities you have attended or in which you have been involved in the last five years.

Name _____ City _____
 Attended from (dates) _____

Name _____ City _____
 Attended from (dates) _____

Name _____ City _____
 Attended from (dates) _____

Authorization and Release of Liability

I hereby represent and warrant that the information contained in this application is correct and complete to the best of my knowledge. I authorize any references, or any other person or organization, whether or not identified in this application, to give you any information (including opinions) regarding my character and fitness for volunteer service. In consideration of the receipt and evaluation of this application by the church, I hereby release the organization with which I am applying to volunteer and all of its directors, officers, employees, agents, and volunteers, and any individual, church, denominational agency or official, reference, or any other person or organization, including record custodians, both collectively and individually, and whether or not identified in this application, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, relating to the obtaining, communication, and use of information about me or relating to this authorization on account of compliance or any attempts to comply with this authorization, excepting only the communication of knowingly false information. I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding release which I have read and understand. I understand that I may consult with an attorney before signing this document. A facsimile or photocopy of this authorization shall be as valid as the original. I further understand that a criminal records check may be conducted on me, and I consent to any such check.

I (check one of the following two options): waive; do not waive;
 any right that I may have to inspect any information provided about me by any person or organization described above.

I have read and understand the above provisions, and agree to them.

 Signature Date

RETURN TO:

Name _____ Church _____
 Address _____
 City _____ State _____ Zip _____ Telephone _____

Personal Reference Form

To be completed & returned by mail

— CONFIDENTIAL —

This form is designed to obtain information for volunteers applying to work with minors.

PART 1: To Be Completed by Applicant

Name of Applicant _____	Name of Reference _____
Address _____	Address _____
_____	_____
City _____ State ____ Zip ____	City _____ State ____ Zip ____
Telephone _____	Telephone _____

PART 2: To Be Completed by Ministry Representative

Name _____

Ministry _____

Address _____

City _____ State _____ Zip _____

Telephone _____

Reminder: Attach to this form a photocopy of the applicant’s signed release of liability and a description of the volunteer position for which the applicant is being considered.

PART 3: To Be Completed by Reference

Instructions: The applicant listed above has applied for the position of _____ (position title) in our ministry. In order to determine the applicant’s suitability for this position, we are asking that you take a few moments to complete and return this reference form to the ministry representative listed above. Please use an envelope marked Personal and Confidential. Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. On a scale of 1 to 10 (with 1 being the low rating and 10 being the high rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please note that.

Characteristics	Rating	Comments
Ability to work well with others	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Personal motivation and initiative	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Dependability	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Trustworthiness	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Attitude	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Pride in one's work	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Personal follow-through	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Religious commitment	1 2 3 4 5 6 7 8 9 10 <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	

4. Are you aware of any facts demonstrating that the applicant should not be considered by our ministry for the position described above?

Yes; No; If yes, please explain (use a separate sheet if necessary). _____

5. Are you aware of any facts demonstrating that the applicant's service should be restricted?

Yes; No; If yes, please explain (use a separate sheet if necessary). _____

6. Based on your knowledge of the applicant’s character and background, which of the following best reflects your evaluation of the applicant’s suitability for the position described above:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry below or on a separate sheet.

Signature

Date

Print your name and title

Once completed, please return this form to the ministry representative noted in Part 2 on the front of this form. Please use an envelope marked **Personal and Confidential**. Thank you for your assistance.

Prior Service Reference Form

To be completed & returned by mail

— CONFIDENTIAL —

This form is designed to obtain information for volunteers applying to work with minors.

PART 1: To Be Completed by Applicant

Name of Applicant _____ Name of Reference _____

Address _____ Address _____

City _____ State ____ Zip ____ City _____ State ____ Zip ____

Telephone _____ Telephone _____

Please provide the following information concerning your employment history or volunteer service with respect to the reference listed above:

Position Title _____ Paid or Volunteer? _____

Beginning Date (month/year) _____ Ending Date (month/year) _____

Reason for Leaving _____

PART 2: To Be Completed by Ministry Representative

Name _____

Ministry _____

Address _____

City _____ County _____ State _____ Zip _____

Telephone _____

Reminder: Attach to this form a photocopy of the applicant's signed release of liability and a description of the volunteer position for which the applicant is being considered.

PART 3: To Be Completed by Reference

Instructions: The applicant listed above has applied for the position of _____ (position title) in our ministry. In order to determine the applicant's suitability for this position, we are asking that you take a few moments to complete and return this reference form to the ministry representative listed above. Please use an envelope marked Personal and Confidential. Your cooperation is greatly appreciated.

1. In what capacity do you know the applicant? _____

2. Is all of the above information provided by the applicant concerning his or her employment history or volunteer service correct?

Yes; No; If no, please explain (use a separate sheet if necessary). _____

3. If the applicant is no longer working with your organization, why did the applicant leave?

- voluntary resignation
 - dismissal (please identify reason) _____
 - involuntary resignation
 - other (please explain) _____
-

4. If the applicant is no longer working with your organization, would you consider rehiring the applicant?

- Yes; No; If no, please explain (use a separate sheet if necessary). _____

5. Are you aware of any facts demonstrating that the applicant's service should be restricted?

- No; Yes; If yes, please explain (use a separate sheet if necessary). _____

6. Are you aware of any facts demonstrating that the applicant should not be considered by our ministry for the position described above?

- No; Yes; If yes, please explain (use a separate sheet if necessary). _____

7. Based on your knowledge of the applicant, which of the following best reflects your evaluation of the applicant's suitability for the position described above:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

Please provide any additional comments concerning the suitability of this applicant for a position in our ministry below or on a separate sheet.

Signature

Date

Print your name and title

Once completed, please return this form to the ministry representative noted in Part 2 on the front of this form. Please use an envelope marked **Personal and Confidential**. Thank you for your assistance.

Telephone Interview Form for Personal References

— CONFIDENTIAL —

This form is designed to obtain information for volunteers applying to work with minors.

Name of Applicant _____

Position being considered for _____

Note: If you choose, or if the reference asks, you may provide a copy of the release signed by the applicant. Do NOT state that the applicant has released the reference from liability. Instead, if necessary, state that the applicant has signed a release form that you can provide to the reference for his or her records. Also, if you take notes on a separate sheet of paper, please sign, date, and staple your notes to this form following the interview.

Reference Contacted

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Date & Time _____

Interview Questions

Note: Describe the position under consideration prior to beginning the interview.

1. In what capacity do you know the applicant? _____

2. How long have you known the applicant? _____

3. On a scale of 1 to 10 (with 1 being a low rating and 10 being a high rating), please rate the applicant on each of the following characteristics. If you have insufficient knowledge to comment on a particular characteristic, please feel free to say so.

Characteristics	Rating (1-10)	Comments
Ability to work well with others		
Personal motivation and initiative		

Characteristics	Rating (1-10)	Comments
Dependability		
Trustworthiness		
Attitude		
Pride in one's work		
Personal follow-through		
Religious commitment		

4. Are you aware of any facts demonstrating that the applicant should not be considered by our ministry for this position?

Yes; No; If no, please explain (use a separate sheet if necessary).

5 Are you aware of any facts demonstrating that the applicant's volunteer service should be restricted?

Yes; No; If yes, please explain (use a separate sheet if necessary).

6. Based on your knowledge of the applicant, which of the following best reflects your evaluation of the applicant's suitability for this position:

- highly recommend;
- recommend;
- neutral;
- do not recommend
- insufficient knowledge to form an opinion

7. Do you have any additional comments concerning the suitability of this applicant in our ministry?

Statement of Interviewer

This form accurately reflects the contents of a telephone conversation I had with the reference on the date indicated.

Signature

Date

Print name and title

Telephone Interview Form For Prior Service Reference

— CONFIDENTIAL —

This form is designed to obtain information for volunteers applying to work with minors.

Name of Applicant _____

Position being considered for _____

Note: If you choose, or if the reference asks, you may provide a copy of the release signed by the applicant. Do NOT state that the applicant has released the reference from liability. Instead, if necessary, state that the applicant has signed a release form that you can provide to the reference for his or her records. Also, if you take notes on a separate sheet of paper, please sign, date, and staple your notes to this form following the interview.

Reference Contacted

Name _____

Organization _____

Address _____

City _____ State _____ Zip _____

Telephone _____ Date & Time _____

Interview Questions

Note: Describe the position under consideration prior to beginning the interview.

1. In what capacity do you know the applicant? _____

2. Please provide the following information regarding the applicant's position with your organization:

Position Title _____ Paid or Volunteer _____

Beginning Date (mo/yr) _____ Ending Date (mo/yr) _____

3. If the applicant is no longer working with your organization, why did the applicant leave?

- voluntary resignation
- dismissal (please identify reason) _____
- involuntary resignation
- other (please explain) _____

4. If the applicant is no longer working with your organization, would you consider rehiring the applicant?

Yes; No; If no, please explain _____

5. Are you aware of any facts demonstrating that the applicant's volunteer service should be restricted?

Yes; No; If yes, please explain _____

6. Are you aware of any facts demonstrating that the applicant should + be considered by our ministry for the position described above?

Yes; No; If yes, please explain _____

7. Based on your knowledge of the applicant, which of the following best reflects your evaluation of the applicant's suitability for the position described above:

- highly recommend
- recommend
- neutral
- do not recommend
- insufficient knowledge to form an opinion

8. Do you have any additional comments concerning the suitability of this applicant in our ministry?

Statement of Interviewer

This form accurately reflects the contents of a telephone conversation I had with the reference on the date indicated.

Signature

Date

Print name and title

Interview Questions for Volunteers

— CONFIDENTIAL —

Applicant's name _____ Date _____

Position applied for _____

Name and title of interviewer _____

Instructions: Carefully review the volunteer's application and reference forms prior to conducting the interview. Clarify any areas of concern. The questions below can be used to assess the compatibility of the applicant with the ministry and the position available. Select those questions from each category that best suit your interviewing needs. Supplement these questions with your own questions based upon the specific needs and circumstances of your ministry. Rate the candidate on a scale of 1 to 10 for each of the interview categories listed below, with 1 being the lowest compatibility rating and 10 the highest compatibility rating.

MOTIVATION FOR SERVICE

Question	Rating (1-10)	Notes
1. What interests you most about this position?		
2. Why this particular position (and age group)?		
3. What keeps you motivated?		
4. What do you hope to receive in return for your time and effort?		
5. What do you hope to achieve through your work?		
Overall Compatibility: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10		

BACKGROUND AND EXPERIENCE

Question	Rating (1-10)	Notes
1. When did you first become interested in this work?		
2. What's been your experience in this area so far?		
3. How have things gone in the past?		
4. What have you learned so far that has helped prepare you for this position?		
5. Do you prefer working alone or with others?		
6. Is there anything in your past that, if known, would reflect poorly on this ministry?		
Overall Compatibility: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10		

KNOWLEDGE AND SKILLS

Question	Rating (1-10)	Notes
1. In your opinion, what are the most important skills needed for this position?		

Question	Rating (1-10)	Notes
2. Of the skills you mentioned, which are your strongest? weakest?		
3. How prepared do you feel to take on the responsibilities of this position?		
4. What responsibilities could you begin tomorrow; which ones would require more time to learn?		
Overall Compatibility: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10		

PERSONAL CHARACTERISTICS

Question	Rating (1-10)	Notes
1. How would you describe your personality?		
2. What about your personality suits you best for this position?		
3. Describe what you value in a working relationship with other staff and volunteers.		

Question	Rating (1-10)	Notes
4. How do you communicate your feelings and ideas to others: (a) when things are going well (b) when problems or conflicts exist Give examples:		
Overall Compatibility: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10		

RELIGIOUS BACKGROUND AND COMMITMENTS

Question	Rating (1-10)	Notes
1. Tell me a bit about your own faith journey.		
2. What spiritual practices play an important role in your life?		
3. How would you describe your religious/spiritual life recently?		
4. How do your own personal commitments relate to the commitments of this position?		
Overall Compatibility: <input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 <input type="radio"/> 6 <input type="radio"/> 7 <input type="radio"/> 8 <input type="radio"/> 9 <input type="radio"/> 10		

Volunteer Service Application Review

— CONFIDENTIAL —

NOTE TO MINISTRY STAFF: Review and update the volunteer’s original Service Application annually. Any changes can be noted in the spaces below.

Name: _____

I have reviewed my Volunteer Service Application, which I completed and submitted to the ministry on _____ Date
and all of my responses remain accurate except as noted below:

NOTE TO VOLUNTEER: Please indicate any changes in your *Volunteer Service Application* in the space below. Make as many entries as needed. If no changes have occurred, write “no change.” Please sign and date annually.

Changes to Volunteer Service Application

Signature

Date

Changes to Volunteer Service Application

Signature

Date

Changes to Volunteer Service Application

Signature

Date

Changes to Volunteer Service Application

Signature

Date