

Background Screening

	Yes	Needs Attention
1. Do we conduct background screens on all volunteers and employees, including clergy?	<input type="checkbox"/>	<input type="checkbox"/>
2. If not, do we screen all employees and volunteers who work with children, handle money, or drive church vehicles?	<input type="checkbox"/>	<input type="checkbox"/>
3. Does our background screen include a written application, investigation into prior church membership and volunteer work, reference checks, a personal interview, and a criminal records check?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do our criminal records checks include the four basics: a nationwide criminal records database search, an address history, Social Security number verification, and county court records searches in counties where the applicant has lived?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do we ask volunteers to wait until they are associated with our ministry for at least six months before allowing them involvement with children of any age?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do we require all prospective employees to sign a liability release that grants consent for us to contact former employers and to conduct a criminal records check?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do we mark all job application documents "confidential," store them in a locked file, and keep them for at least three years if the person is not hired?	<input type="checkbox"/>	<input type="checkbox"/>
8. After confidential files have been retained for the proper amount of time, do we dispose of them by shredding?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do we permanently retain—in a locked, confidential file—all employment documents pertaining to job applicants who are hired?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do we store the confidential application files of volunteers as securely as we do those of paid workers?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do we maintain permanently—in a locked, confidential file—all documents pertaining to volunteers who work with children or youth?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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