

Volunteer and Employee Screening Checklist

Please indicate the date completed next to each checklist item. This form should be kept in every personnel file.

	Criminal Background Checks (iChat*)	Sexual Offender Registry check**	Reference Check	Letter of Recommendation	Volunteer and Employee Information Form
Paid Staff	X	X	X		
Adult Volunteers	X	X	X		X
Youth Volunteers			Youth can choose either reference checks or letter of recommendation.		

*if a paid staff member has a previous address outside of Michigan (as an adult), a criminal background check must be pursued in that state

** this will be checked via <http://www.icrimewatch.net/index.php?AgencyID=55242>

Full Name of Applicant: _____

1. Volunteer and Employee Information Form _____
2. Cleared background check
 - a. iChat _____
 - b. Sexual Offender Registry _____
4. Reference checks (if needed)
 - a. _____
 - b. _____

_____ Volunteer is approved to work in Children’s and/or Youth Ministries.

_____ Volunteer is not approved to work in Children’s and/or Youth Ministries.

Staff signature

Date