

# SUPPLEMENT 01

## Written Applications for Employees and Volunteers

A written application allows you to gain a lot of information about a person in an efficient manner. The application should contain the standard questions necessary to run a background check, including the applicant's:

- Full Name (including middle name)
- Date of Birth
- Social Security Number
- Current Address
- Current Phone Number
- Email Address

In addition, you should also consider asking questions relevant to the potential employee's job duties or the volunteer's position, including providing information about past employment, past church involvement, and past or present volunteer work. You should also ask for at least two relevant references.

Some additional potential questions (from Caring Well):

- Please provide a short written testimony including what the Lord has done in your life up to this point.
- What Christian accountability do you have in your life?
- How long have you been attending the church?
- Are you in agreement with the church's statement of faith? If not, explain.
- Why do you wish to serve in this role?
- Please list all experience you have working with children/youth. Include any paid positions, babysitting, volunteer positions, summer jobs, camps, or church work. Please provide start date, reason for leaving, position and responsibilities, supervisor, and contact information.
- Have you ever been suspended, asked to leave, or fired from a job? Please explain.
- Have you ever been suspended or expelled from high school or college? Please explain. (for youth & young adult workers)

- Have you ever abused alcohol or drugs? If yes, please explain.
- Have you ever been convicted of a crime? Please list dates and nature of offense. Answering “yes” to this question does not automatically disqualify you from service.
- Have you ever been arrested for, charged with, convicted of, or pled guilty or no contest to a crime?
- If yes, please fully explain with dates and nature of the offense. Answering “yes” to this question does not automatically disqualify you from service.
- Have you ever been accused of hurting or abusing a child?
- Have you ever participated in or been accused of abuse or sexual misconduct, including but not limited to conduct involving physical abuse, rape, sexual assault, sexual abuse, or child pornography? If yes, please explain.
- Have ever been named as a defendant in a civil lawsuit involving allegations of abuse, including but not limited to conduct involving physical abuse, rape, sexual assault, sexual abuse, or child pornography? If yes, please explain fully.
- Have you ever been asked to step down from a position of leadership in a church? Please explain time frame and details.
- Describe an area where you need improvement or is challenging for you in working with children or youth.
- Are you aware of any traits or tendencies you possess that could pose any threat to children, youth, or adults with disabilities?
- Are there any experiences in your life that would make it difficult for you to receive an abuse disclosure from a child or student in our ministry? We want to be supportive of any child who has the courage to speak with a volunteer leader in our church and we want to be sensitive to the leaders for whom it may be emotionally disruptive to receive this disclosure.
- What characteristics do you possess that make you a good fit for working with children/youth?

At the end of the application, you should ask for the applicant’s written permission to check all previous employment, other volunteer positions, and references, including references not listed by the applicant.

Some Example Applications:

- [Sample Children and Youth Ministry Volunteer Application](#) by Brotherhood Mutual
- [Worker Renewal Application: Volunteers and Employees](#) by Brotherhood Mutual
- [Example FBC Volunteer Application](#) by Darkness to Light
- [Example Short Term Volunteer Application](#) by Darkness to Light