

Suggested hiring guidelines

The same guidelines should be used for both paid staff and volunteers with supervisory program responsibility for children/youth. While these processes can inconvenience an adult, failure to implement may lead to problems later on.

1. Use an application form, such as this [sample hiring application](#)
2. Ask for references, preferably ones that have seen the applicant in action with children.
3. Check the references! Send out a form, such as the one that follows or use it to conduct a tele-phone interview and record answers on the form. (Note: Many business no longer give personal references other than to verify employment and relevant dates.)
4. You may want to consider asking applicants to be fingerprinted and submit to a criminal clearance check in addition to a Bureau of Motor Vehicles check. These measures may deter persons with a record of child abuse from continuing with the application.
5. While interviewing an applicant consider looking for such things as:
 - Openness: a genuine interest in and concern for young people
 - Dependability, ability to plan ahead, anticipate needs
 - Self-confidence, assertiveness, self-awareness, good personal support system
 - Good health and high energy level
 - Sense of humor and the ability to relax
 - Ability to tolerate conflict and discord
 - Emotional stability and good impulse control
 - Ability to make quick, sound decisions
 - Cooperative team spirit: ability to express views honestly and accept compromise
6. While interviewing an applicant, watch for indications of or potential for abusive behavior:
 - Unresolved, negative childhood experiences
 - Unrealistic expectations of young people
 - Low self-esteem, isolation, or tendency to internalize problems
 - Punitive tendencies
 - Relating to youth only as peers or overinvestment in youth to fill personal needs

Suggestions for processing applicants

As conditions for final acceptance of an applicant for a position, do the following:

1. Request copies of applicant's degrees or credentials listed on application, as a measure of their integrity.
2. Request copies of their driver's licenses as a form of identification useful to have on file.
3. If they will be driving for you, request they provide you with a copy of their driving record which they can secure from the closest BMV office. Also request a

copy of their proof of insurance.

4. If you have not done so during preliminary screening, consider having all paid employees and volunteers with significant program responsibility with youth fingerprinted by the local police department. They will require proper identification.

5. Applicants must sign a form stating they have read and understand the church's policy for prevention and management of child abuse, and that they agree to abide by the policy for prevention and management of child abuse. This form is to be kept on permanent file at the church.

6. Review child abuse reporting obligations with the applicant.