

**PAID AND VOLUNTEER WORKER  
ENLISTMENT CHECKLIST**

TASK TO COMPLETE	COMPLETED BY – INITIALS
<input type="checkbox"/> Receive Copy of Policies and Procedures Manual	_____
<input type="checkbox"/> Application and Screening Form	_____
<input type="checkbox"/> Signed Code of Ethics	_____
<input type="checkbox"/> Signed Background Investigation Consent	_____
<input type="checkbox"/> Received Criminal Records Check Privacy Statement	_____
<input type="checkbox"/> Signed Worker’s Authorization and Release of References	_____
<input type="checkbox"/> Received Basic Procedures for Safe Ministry	_____
<input type="checkbox"/> Driver Information Form (as needed)	_____
<input type="checkbox"/> References Checked	_____
<input type="checkbox"/> Church Status (Minimum 6 months involvement)	_____
<input type="checkbox"/> Criminal Background Check (“CBC”) Performed	_____
<input type="checkbox"/> CBC Reviewed by Approved Staff	_____
<input type="checkbox"/> Interview After Checks Are Made (if needed)	_____
<input type="checkbox"/> Review Background Transcripts with Applicant (if requested)	_____
<input type="checkbox"/> Photograph	_____
<input type="checkbox"/> Worker Training	_____
<input type="checkbox"/> Definition of Child Abuse	_____
<input type="checkbox"/> Basic Procedures for Safe Ministry	_____
<input type="checkbox"/> Procedure on Reporting Abuse	_____
<input type="checkbox"/> View Video(s)	_____
<input type="checkbox"/> Written Material(s)	_____