



Sample Screening Questions

Church staff search and personnel committees have an important responsibility to thoroughly screen applicants who are being considered for positions. The following questions can help you in this screening process as you question both the candidate and various personal references.

Questions for the Applicant

- Have you ever been known by any other name than the one you have given to us? If yes, what are these names (including maiden names if applicable)? If yes, please explain.
- Has a licensing board, professional association or educational/training institution ever taken disciplinary action of any sort against you? If yes, please explain.
- Have there been written complaints against you that did not result in discipline? If yes, please explain.
- Are there complaints pending against you before any of the above-named bodies? If yes, please explain.
- Have you ever been subjected to church disciplinary proceedings? If yes, please explain.
- Have you ever had a civil suit brought against you relative to your professional work or is any such pending? If yes, please explain.
- Have you ever been charged with, arrested, indicted for, pled guilty to or convicted of having sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons that you were seeing in a professional context (i.e., a church member or church program participant, a client, a patient, an employee, a subordinate, a student)? If yes, please explain.
- Since the age of 21, have you ever been charged with, arrested, indicted for, pled guilty to or convicted of sexual misconduct including: abuse of power or role for sexual purposes, sexual contact with a minor or an adult incompetent to give consent, sexual assault (i.e. rape), solicitation for sexual purposes (i.e. prostitution), or an offense related to pornography or public indecency (i.e. indecent exposure)? If yes, please explain.
- Do you have a history of alcohol abuse? If yes, please explain.
- Do you have a history of drug abuse with any other drugs; recreational prescription, over-the-counter, or illicit? If yes, please explain.
- Have you ever had a restraining order, injunction, order for protection or the like issued against you as a result of allegations of domestic violence, abuse, or the like? If yes, please explain.
- Have you ever been charged, arrested, indicted for, pled guilty to, or convicted of misappropriating funds or otherwise breaching fiduciary duties in any professional capacity? If yes, please explain.

Questions for Applicant References

- Have you known the person by any other name? If yes, what are those names (including maiden names if applicable)?
- To the best of your knowledge, has this person ever been subjected to church disciplinary proceedings? If yes, please explain.
- To the best of your knowledge, has this person ever been charged with any ethics violation or are any such actions pending against him/her? If yes, please explain.
- To the best of your knowledge, has this person ever been charged or had reason to be charged with sexual misconduct, including: abuse of power or role for sexual purposes, sexual contact with a minor or an adult person incompetent to give consent, sexual assault (i.e. rape), solicitation for sexual purposes (i.e. prostitution), and offense related to pornography or public indecency (i.e. indecent exposure)? If yes, please explain.
- To the best of your knowledge, has this person ever been charged or had reason to be charged with sexual harassment, including unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or verbal or physical domination of a sexual nature? If yes, please explain.
- Is there any other information that you think we should know? If yes, please explain.

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