

APPENDIX 4

Child and Youth Worker Application and Screening Checklist

This form and checklist are designed to facilitate the screening and selection process for staff, volunteers, and junior helpers applying to work with minors in ministry programs, as outlined in Section 2.2 of The Foursquare Church Child and Youth Protection Manual. The application collects essential information, and the checklist ensures all required screening steps are completed.

Instructions:

1. Complete all sections of this application clearly and truthfully.
2. Submit the completed application to the ministry leader at your local Foursquare church.
3. All information provided will be treated confidentially and used solely for screening purposes.

Applicant Information:

- Full Name: _____
- Preferred Name (if different): _____
- Date of Birth: _____ (Note: Applicants under 18 are considered junior helpers)
- Address: _____
- Phone Number: _____
- Email Address: _____

Church Affiliation (church name): _____

- Length of attendance: _____
- Are you a church member? ___ Yes ___ No
- If not a member, describe your involvement (e.g., regular attendance, participation in ministries):

Ministry Role:

- Position Applying For (e.g., children's ministry volunteer, youth ministry volunteer, junior helper): _____
- Preferred Age Group to Work With (if any): _____
- Availability (e.g., weekly, specific days, special events): _____

Experience and Qualifications:

- Previous Experience Working with Minors (include organization, role, and dates):

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- Relevant Training or Certifications (e.g., CPR, child safety training):

- Skills or Talents Relevant to Ministry (e.g., teaching, music, counseling):

References (Provide at least two references who are not family members and have known you for at least one year):

1. Name: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

2. Name: _____

Relationship to Applicant: _____

Phone Number: _____

Email Address: _____

Background Information:

- Have you ever been convicted of a crime? ___ Yes ___ No
If yes, provide details (nature of offense, date, and outcome):

- Have you ever been investigated for, accused of, or admitted to any form of abuse or inappropriate behavior with a minor? ___ Yes ___ No
If yes, provide details:

- Do you have a valid U.S. Social Security Number? ___ Yes ___ No
If no, list countries of residence in the past seven years:

Applicant Statement:

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that falsification or omission of information may result in disqualification from serving in ministry. I agree to submit to The Foursquare Church's screening process, including a criminal background check, reference checks, and an interview. I acknowledge that The Foursquare Church has the sole discretion to determine my suitability to work with minors.

Signature: _____

Date: _____

(For Junior Helpers under the age of 18)

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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Screening Checklist for Child and Youth Workers

Instructions for Ministry Leader:

1. Use this checklist to verify that all required screening steps have been completed for each applicant.
2. Retain the completed checklist and supporting documentation in the applicant's file permanently.
3. Ensure compliance with state laws regarding background checks and consent forms.

Screening Steps:

- **Attendance Threshold**

The prospective applicant has fulfilled the recommended attendance threshold: six months of regular attendance at the local Foursquare church.

Date Verified: _____

Verified By: _____

- **Application Form**

The applicant has completed and submitted the Child and Youth Worker Application Form.

Date Received: _____

Reviewed By: _____

- **Criminal Background Check**

The applicant has completed a criminal background check, including a National Sex Offender Registry Search.

Date Completed: _____

Results Reviewed By: _____

Notes (e.g., if no SSN, international check required):

- **State Sex Offender Registry Check**

The applicant has been checked against the local state sex offender registry (if applicable).

Date Completed: _____

Results Reviewed By: _____

- **Interview Process**

The applicant has completed an in-person interview (see Foursquare's sample interview questions, available at Foursquare.Church/CYPM).

Date of Interview: _____

Interviewers: _____

Notes (e.g., red flags observed):

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- **Reference Checks**

At least two references have been completed and documented in the application.

- **Applicant Suitability**

The applicant has been evaluated for suitability based on the application, interview, references, background checks, and skills (e.g., trainability, policy adherence, patience, judgment, and boundaries).

Date Evaluated: _____

Evaluated By: _____

Outcome: ___ Approved ___ Not Approved

Reason (if not approved):

- **Training Requirement**

The applicant has completed Foursquare's Child and Youth Protection Training by Praesidium, available at Foursquare.Church/CYPM.

Date Completed: _____

Verified By: _____

Additional Notes (e.g., special considerations, follow-up actions):

Ministry Leader Approval:

I confirm that the above screening steps have been completed and documented per The Foursquare Church Child and Youth Protection Manual.

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Note: Retain this form and all supporting documentation (application, background check results, interview notes, reference check records) in a secure, confidential file. Any applicant with a history of abuse or deemed unsuitable by The Foursquare Church will be prohibited from working with minors.