

... Anglican Church or Parish of ....

## Volunteer Application Record

**This record is to be retained in the confidential files of the parish.**

Name of Applicant: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Bona Fide Occupational Requirements (BFORs) of this Position, identified through audit:

- 1.
- 2.
- 3.
4. etc.

### PRE-HIRING SCREENING

SCREENING MEASURES	DETAILS (e.g., who was involved in interview? Date? Questions asked, etc.)	RESULTS Does person meet BFORs? Follow-up needed? Questions? Concerns?
1. <b>Position Description</b> , based on audit, and including BFORs, established, <b>given to applicant</b>		
2. <b>Interview/discussion focussed on the program</b> (e.g., Youth Group) <b>and BFORs of position</b> (e.g., Youth Leader)		
3. <b>Reference Checks</b>	1. 2. 3.	
4. <b>Police Records Check</b> (for positions of trust), including <b>Vulnerable Sector Check</b> (for positions of trust)	Name of Police Service: Date of Report Issued:	
5. <b>Probation Period</b>		
6. Other??		

Decision: (i.e., Applicant is/is not accepted for this position. If not, why not? Answer should be related specifically to the BFORs.) \_\_\_\_\_

Date: \_\_\_\_\_

Decision made by: \_\_\_\_\_, (Position/Title)\_\_\_\_\_.