… 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. **Position Description**, based on audit, and including BFORs, established, **given to applicant** |  |  |
| 2. **Interview/discussion**  **focussed on the program** (e.g., Youth Group) **and BFORs of position** (e.g., Youth Leader) |  |  |
| 3. **Reference Checks** | 1.  2.  3. |  |
| 4. **Police Records Check** (for positions of trust), including **Vulnerable Sector Check** (for positions of trust) | Name of Police Service:  Date of Report Issued: |  |
| 5. **Probation Period** |  |  |
| 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)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.