

Checklist for Applicant's File

Once potential youth ministry volunteers receive application packets, you should start files on them. Use this form to track their progress.

• **Date that the application packet is sent or given out** _____

• **Date when each item is returned**

Application _____

Reference 1 _____

Reference 2 _____

Reference 3 _____

Background check permission _____

Reading assignment statement

(completion of statement of faith, child abuse policy, etc.) _____

• **Fingerprinting completed** _____

Results _____

• **Child registry completed** _____

Results _____

• **Interview date** _____

Notes placed in folder _____

• **Observation period started** _____

• **Observation period completed** _____

• **Observation partner** _____

• **Talked to observation partner** _____

Notes placed in folder _____

• **Final conversation** _____

Decision _____

• **Welcome and introduction to students and leadership team** _____