

Staff Application Process Letter

Dear future youth worker,

Thanks for your interest in working with our students. We're excited that you want to make a difference in the lives of our students.

We work hard to provide an environment for spiritual growth in a context of healthy, positive relationships with adults. We take seriously our responsibility to shield our students from sexual abuse, to protect our adult leaders from accusations of sexual abuse, and to limit the exposure of the church to legal risk and liability. To accomplish this, we ask that all paid staff, as well as those volunteers who'll be working with anyone under the age of 18, complete our application process. Since you're looking into working with students under the age of 18, we need you to carefully and thoughtfully fill out the attached application and return it as quickly as possible.

So, you might be asking...

What's involved in the volunteer application process?

When you fill out the application, you authorize us to check personal references and to request a background check for criminal records. Please thoroughly and honestly complete all forms. Send out your reference forms, including return envelopes addressed to the church, and complete the background check authorization form.

On what basis does the church approve someone to work with students?

We invite into ministry only those applicants a) who have no previous conviction for sexual or physical abuse of children; b) for whom we receive positive responses from their personal and professional references; and c) who meet the qualifications of the position for which they are applying.

If background checks raise any questions, the individual will be asked to meet with the appropriate pastor to clarify the questionable issues prior to being placed in a position relating to students.

Who will see this application?

The completed application and any subsequent information on you will be available only to the pastoral staff and church board. Once the approval process has been completed, your application and references will be maintained in a secure file.

Please attach a photocopy of your current, valid driver's license with the application.

Thanks for understanding that this paperwork is about protecting you and our students. We appreciate your willingness to help us achieve our mission to students!