
 Organization Name

Background Screening Checklist

Guiding Principle: All employees, regardless of position, and most volunteers should be screened.

	Yes	Needs Attention
1. Do you have a written policy that addresses screening of employees and volunteers?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you consulted an attorney in the development of a background check policy and screening procedures?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you ask volunteers to wait until they are associated with your ministry for at least six months before allowing them involvement with children of any age?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you conduct thorough background checks for all your employees, regardless of position?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you conduct thorough background checks on volunteers, especially those who work with children, youth, or vulnerable adults, those on your security/medical teams, and those who handle money or other confidential records?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your screening include a written application and personal interview?	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your screening process include a criminal background check?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you request at least two references from all applicants?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you contact at least two references provided by applicants?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you require applicants to sign a liability release that grants consent for references to share information about the applicants?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you update criminal background checks for employees and volunteers at least every three to five years?	<input type="checkbox"/>	<input type="checkbox"/>
12. Do you obtain written authorization from applicants before conducting a criminal background check?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you developed and implemented a plan to regularly communicate your screening policy to ministry attendees?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you regularly review your program and make changes when needed?	<input type="checkbox"/>	<input type="checkbox"/>

Notes: _____

Completed by: _____ Date: _____

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