



## Background Check Form

### Consumer, Investigative, and Direct Reports Authorization, Disclosure and Release

Name		Social Security no.	Date of birth (mm/dd/yyyy)	
Street address		City	State	Zip Code
Driver's license no.	State of issuance	Any other name used		

By signing below, I hereby voluntarily authorize Youth Challenge/Camp Machasay to obtain "consumer reports" and "investigative consumer reports" about me from a "consumer reporting agency," and reports Youth Challenge/Camp Machasay may obtain directly, and to consider these reports when making decisions regarding my employment/volunteer position or potential position with our ministry. The nature and scope of these reports are as follows: They may contain information on my character, general reputation, personal characteristics, and mode of living. They may also include, among other things, checks, records, and/or information regarding: my criminal convictions (including without limit, court, sex offender, incarceration and DMV records), social security number, current and prior employer(s)/supervisors(s) and/or references I provided, coworkers, neighbors, friends, associates or acquaintances, and verification of college degrees and professional licenses or certifications.

I understand that I have right under the Fair Credit Reporting Act including the rights discussed in the separate disclosure statement provided for me.

I authorize any government entity, law, enforcement agency, institution, information service bureau, school, employer, supervisor, reference, or other person contacted by Youth Challenge/Camp Machasay to furnish the information described herein.

I release and discharge from liability all persons, agencies, and entities provided the above information or reports about me to Youth Challenge/Camp Machasay. To the fullest extent permitted by law, I further release and discharge Youth Challenge/Camp Machasay and their agents, employees, and volunteers, from any claims, damages, losses, liabilities, cost and/or expense arising from the retrieving and/or reporting of said information, including any consumer report or investigative consumer report.

I acknowledge a copy of the document shall be valid as the original.

Signature	Date
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If you would like a copy of any investigative consumer report sent to you at your address listed above, please check the box below.

Yes, I would like to receive a copy of any investigative consumer report which may be obtained on me by a consumer reporting agency.

## Interview Form

Youth Challenge and Camp Machasay require all applicants to be interviewed and required to respond to the following standardized questions that assess for abuse risk. Additional questions may be added at the discretion of the interviewer.

Applicant	Date
Interviewed by	Position applied for

1. What aspects of this position interest you? \_\_\_\_\_  
\_\_\_\_\_
2. What age group of children do you prefer to work with? Why? \_\_\_\_\_  
\_\_\_\_\_
3. How do you spend your free time? Hobbies? Volunteer work? \_\_\_\_\_  
\_\_\_\_\_
4. There are times when others try our patience. Do you know of a time when a child/youth tried your patience? Tell me about that experience and how you responded to the situation? \_\_\_\_\_  
\_\_\_\_\_
5. What elements create a successful learning environment? \_\_\_\_\_  
\_\_\_\_\_
6. Often we are expected to adhere to rules and regulations. Tell me of a time you had to stick to the rules, even though you didn't feel that doing so was reasonable? How did you handle this situation?
7. Have you ever abused or molested a child? Have you ever been convicted of abusing or molesting a child?  
\_\_\_\_\_
8. Describe a time when you encouraged a child who needed a friend. How did you know the child needed support? How did you support the child? \_\_\_\_\_  
\_\_\_\_\_
9. Are you willing to be knowledgeable of and abide by the guidelines put in place for the safety of the child/youth of Youth Challenge and Camp Machasay?  
\_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Red Flags regarding applicants**

*Listed below are some warning signs of potential problems with an applicant. Please be aware that one item in itself may not be cause to worry. If two or more signs arise during the screening process, there is probably cause for concern.*

- Unstable employment or residence history
- Chronic dissatisfaction with previous churches or organizations
- Unwillingness to submit to authority; recurring problems with authority; negative responses to instruction
- Inconsistency in ministry or volunteer work
- Inordinate need to be with children; displays pattern or themes of gaining access to children
- Inordinate need to be with children of a specific age range with no reasonable explanation for the preference
- Dysfunctional family relationships
- History of inappropriate behavior or accusations of inappropriate behavior
- Defensive/angry responses
- Evasive responses
- Willingness to accept any position, regardless of significant difference in pay and/or responsibilities

**FOR PERSONAL REFERENCES**

The following questions will be used to ensure that applicants are thoroughly screened and treated fairly. Additional questions may be added at the discretion of the interviewer. References validate information provided by the applicant and documentation of the reference check should be kept in personnel files. Reference checks are required for all applicants regardless if the applicant is well known by any staff member of Youth Challenge or Camp Machasay.

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of reference \_\_\_\_\_

Reference \_\_\_\_\_ of \_\_\_\_\_ (1 of 3, etc)

Address \_\_\_\_\_

Phone numbers \_\_\_\_\_

**Script for phone call:**

Hello, my name is \_\_\_\_\_ with Youth Challenge OR Camp Machasay. \_\_\_\_\_ has applied for a position with us and said you would be a good person for us to talk to with about him/her. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ has applied for a position working with children/youth, and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

How long have you known \_\_\_\_\_? \_\_\_\_\_

What is your relationship to \_\_\_\_\_? \_\_\_\_\_

How would you rate the applicant’s ability to work with and relate to children?

Above satisfactory                      Satisfactory                      Below Satisfactory

Can you give me an example of how the applicant relates to children? \_\_\_\_\_

How would you rate the applicant’s ability to be patient and stay calm under very trying conditions with children?

Have you ever known the applicant to treat a child harshly or abusively? \_\_\_\_\_

Would you be comfortable placing one of your own children in the care of the applicant? \_\_\_\_\_  
\_\_\_\_\_

How does the applicant spend his/her free time? \_\_\_\_\_  
\_\_\_\_\_

How would you rate the applicant's ability to relate to adults? Satisfactory below satisfactory above satisfactory

How would you rate the applicant's ability to be genuinely supportive and understanding with the children?

Satisfactory

Above Satisfactory

Below Satisfactory

Do you know of a time when the applicant was able to show genuine concern for another person who needed comfort? Please explain. \_\_\_\_\_  
\_\_\_\_\_

How would you rate the applicant's ability to maintain appropriate boundaries with children?

Satisfactory

Above Satisfactory

Below Satisfactory

Do you have any additional comments? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THANK YOU FOR YOUR TIME!

Signature of interviewer \_\_\_\_\_

Date \_\_\_\_\_

**FOR PROFESSIONAL REFERENCES**

The following questions will be used to ensure that applicants are thoroughly screened and treated fairly. Additional questions may be added at the discretion of the interviewer. References validate information provided by the applicant and documentation of the reference check should be kept in personnel files. Reference checks are required for all applicants regardless if the applicant is well known by any staff member of Youth Challenge or Camp Machasay.

Name of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of reference \_\_\_\_\_

Reference \_\_\_\_\_ of \_\_\_\_\_ (1 of 3, etc)

Address \_\_\_\_\_

Phone numbers \_\_\_\_\_

**Script for phone call:**

Hello, my name is \_\_\_\_\_ with Youth Challenge OR Camp Machasay. \_\_\_\_\_ has applied for a position with us and said you would be a good person for us to talk with about his/her work habits. Do you have a few minutes to talk with me now? I would like to start by letting you know that \_\_\_\_\_ has applied for a position working with children/youth, and so it is extremely important for us to determine that every applicant is suitable for this type of position. I appreciate your help with this.

How long have you known \_\_\_\_\_? \_\_\_\_\_

How do you know \_\_\_\_\_? \_\_\_\_\_

How would you rate the applicant's ability to learn new skills and information?

Satisfactory

Above Satisfactory

Below Satisfactory

Can you give me an example of how the applicant was able to learn something new and use it in his/her work?

\_\_\_\_\_  
\_\_\_\_\_

How would you rate the applicant's ability to follow an organization's policies and procedures?

Satisfactory

Above Satisfactory

Below Satisfactory

How would you rate the applicant's ability to work with and relate to other adults?

Satisfactory

Above Satisfactory

Below Satisfactory

Have you ever known the applicant to use harsh or abusive discipline with a child? If yes, please explain? \_\_\_\_\_

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How would you rate the applicant's ability to use good judgment in normal conditions?

Satisfactory

Above Satisfactory

Below Satisfactory

How would you rate the applicant's ability to use good judgment in stressful conditions?

Satisfactory

Below Satisfactory

Above Satisfactory

Have you observed the applicant working with children? Yes No (if no skip to question 10)

Can you give me an example of how the applicant relates to children? \_\_\_\_\_

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With what type of children have you observed the applicant working well? Please explain your observations?

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How would you rate the applicant's ability to be genuinely supportive and understanding to a person in need?

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Are you aware of any reason why we should not allow this applicant to work with children? \_\_\_\_\_

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Do you have any additional comments? \_\_\_\_\_

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Thank you for your time!

Signature of interviewer \_\_\_\_\_

Date \_\_\_\_\_