

... 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)_____.