

# Aldersgate United Methodist Church Employee Screening Checklist

This form should be in every employee personnel file. Please indicate the date each item is completed.

Employee Full Name: \_\_\_\_\_

1. Employee Application & Resume \_\_\_\_\_  
(Date)

2. Consent for background check \_\_\_\_\_  
(Date)

3. Employee Covenant \_\_\_\_\_  
(Date)

4. Safe Sanctuary Training Session \_\_\_\_\_  
(Date)

5. Interview form \_\_\_\_\_  
(Date)

6. Background Check Report \_\_\_\_\_  
(Date)

7. Reference checks  
\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
(Name) (Date)

\_\_\_\_\_  
Church Administrator signature Date