

Employee/Volunteer Initial Clearance Checklist

APPLICANT: _____

- Application for Ministry completed and signed
- Ministry Covenant Agreement completed and signed
- Instructions for Criminal Record Check given to applicant
- Criminal Records Check with VSC completed and received from authorities
- Reference Contact Form completed and signed; file copy for all contacts
- Interview Form completed and signed
- Driver’s Record Check (if required) received
- Received copy of “A Safe Place” Abuse Prevention Policy
- Completion of training on “A Safe Place” Abuse Prevention Policy
Date: _____
- First Aid / CPR Certification/Documentation on file (if applicable)
 - First Aid Certification Expiry Date: _____
 - CPR Certification Expiry Date: _____
 - Member of Emergency Response Team for EFWC
- All of the above in order, reviewed, and cleared for applicant to serve in the Children’s and Youth ministries at *Provo Children’s Home*.

Signature of Children’s Home Director or Authorized Department Head:

Date: _____

If this cannot be signed at this time because of an unsatisfactory response in any of the above categories, it must be referred to the Director before any further discussion with the applicant.

- I acknowledge receipt of the “A Safe Place” Abuse Policy.

Signature: _____ Date: _____

Children’s / Youth Ministries
Provo Children’s Home
 414 McKellar Street Peterborough ON, K9J 7C1
 Phone (705) 742-6519 Fax: (705) 742-2948
 e-mail: children@elimonline.com