

Paid and Volunteer Child Worker Enlistment Checklist	
Task to Complete	Completed by (initials)
Receive Copy of Policies and Procedures Manual	
Employee Application	
Volunteer Information Form	
Background Investigation Consent	
Driver Information Form (as needed)	
References Checked	
Criminal Background Check Performed	
Interview After Checks are Made	
Review Background Transcripts with Applicant	
Photograph	
Worker Training	
Definition of Child Abuse	
Procedure on Reporting Abuse	
View Video	
Written Material(s)	

