

# FIRST FAMILY CHURCH BACKGROUND CHECK AND APPLICATION POLICY

First Family Church is implementing this background check and application policy for all children's worker volunteers and employees as of September 1<sup>st</sup>, 2006. Details are as follows:

All children's volunteer and paid employees must have a completed **background check** to work with children. All must also have a completed **employee/volunteer application on file.** First Family Church reserves the right to refuse any applicant for any reason.

\*Company used to conduct screenings is:

National Screening Bureau  
Todd and Sherri Sutcliffe  
11818 Neville Ct.  
Wichita, Ks 67205

722-4510  
cell 650-2586  
[www.natsb.com](http://www.natsb.com)

\*Check includes:

Personal verification

National Criminal Records  
Multi-jurisdictional criminal  
50 state Sex offender

Sedgwick Co. Records  
Wichita Wants and Warrants  
Civil Records

\*Checks will be initiated by First Family Children's Director or Pastor.

\*Result will be viewed by the Pastor only. If there is a question, report will then be viewed by Children's Director, then if still a question viewed by the Church Board.

\*All information will be kept in locked file cabinet or safe.

\*Automatic Removal from position or denial of placement in a position for following reasons:

Felony  
Sex offender or sex crime  
Restraining Order  
Any offense against children  
Refusal of check (if special circumstances, the Pastor will be contacted)

\*Possible removal or denial for: DUI, Drug Use, Verification inconsistency

\*Any accused volunteer/employee will be put on leave of duties while investigation is pending.

I \_\_\_\_\_ have read and agree to comply with the First Family Church Background Check and Application Policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_