

## HIRING FOR A HEALTHY CONGREGATION

It is the intent of this religious community to encourage spiritual growth in a safe environment in which its members and friends can explore, experience and express that in life which they find meaningful. One way to affect that outcome is to conduct a hiring process that appropriately screens applicants for prior acts of abuse or suspected abuse.

As part of the hiring process of every potential staff member, full- and part-time, UUCA requires:

- A written resume or completed application.
- Three reference checks.
- A background check through Intellicorp, or a similar background check company, that includes searches of government sanctions, validated criminal database, validated nationwide sex offenders, validated department of corrections, unlimited single counties in 7 years address history, federal criminal records, and employment verification of one employer.
- An in-person interview.

<b>REVISION HISTORY</b>	
Responsible Staff Member: Director of Administration	
<b>Date</b>	<b>Description of revision</b>
March 2019	New policy that codifies long-time hiring processes created in response to insurance requirements.