

**REPORT OF
CARE PROVIDER APPLICANT INTERVIEW
WEST MICHIGAN CONFERENCE of the UMC**

CONFIDENTIAL

For use by APT interviewer only.

Date of interview _____ Location of interview _____

Name of interviewer _____

Name of applicant _____
First Middle (Maiden) Last

Present Address _____
Street City Zip

Home Phone _____ Business Phone _____

Throughout the interview, consider how well the volunteer and position fit together. Consider how the volunteer listens and responds to the following suggested questions. Be sure to include questions of clarification related to the completed application form and reference checks.

SECTION I

1. In what capacity do you wish to serve as a care provider? (Mark all that apply.)
(e.g. camp counselor, Abuse Prevention Team member)

2. How long have you lived in the area?

3. How long have you been attending or participating in a congregation in the area?

4. Which ministry settings and conferences have you been a member or visitor of during the last five years?

5. What is your understanding of the Conference interest in protecting adults with special needs, children, and youth from any and all forms of emotional, physical, and sexual abuse, harassment, and molestation?

6. Do you understand the necessity for this screening process?

7. Do you agree not to cause any intentional harm to adults with special needs, children, or youth?
○ Yes ○ No
8. Are you willing to report any known or suspected incidents, complaints, and accusations of all acts, involving you or anyone else, of abuse, harassment, or molestation of any adult with special needs, child, or youth while attending or being involved in any Conference-related activity?
○ Yes ○ No
9. What other information do you have that you believe we should know in considering your application to serve as a care provider?

Person Interviewed

SECTION II

The interviewee shall be invited to respond to the following. The interviewer shall make notes of anything that will be helpful in processing the application. Should the interviewee decline the opportunity to respond, the interviewer shall note it appropriately.

1. Describe your faith.

2. Leadership Skills.
 - A. What experiences have you had in working with adults with special needs, children, or youth?

 - B. What skills and qualifications do you have?

3. Human Relations Skills.
 - A. What kinds of people do you work easily with?

 - B. How do you handle conflict?

 - C. How would you work with an upset parent or guardian?

 - D. How do you handle criticism?

 - E. What kinds of discipline techniques would you use with disruptive or unresponsive care receiver(s) who deliberately defy your request for cooperation?

 - F. What situations cause you stress and how do you deal with these?

 - G. When did you last lose your temper and why?

4. Any final questions, comments, or information you would like us to know about yourself?

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INTERVIEWER (S) COMMENTS

Personal comments and observations by the interviewer(s), especially note how well the applicant communicated her/his thoughts, feelings, etc. Please include your intuitive assessment of the applicant's character and potential match with the respective ministry.

INTERVIEWER (S)

Name(s) [Please print]

Signature (s)

Date

[POLICY Section I.C.5. & E.2.]