

#  CAVERN CITY CHILD ADVOCACY CENTER

**EMPLOYEE SCREENING POLICY**

**All applicants for employment are required to:**

* Submit a resume containing information regarding educational background and training, employment history and experience working with children (if applicable).
* Submit the names of three or more reverences; at least two of whom are unrelated to applicant.
* Participate in a CYFD Background Check\*.

Any applicant who does not agree to the application requirements list above will be rejected for further consideration for employment.

**Prior to hiring any employee, the Cavern City CAC will:**

* Conduct a thorough review of the applicant’s written resume.
* Have at least one in person interview.
* Contact candidate references, by mail or telephone, to ascertain appropriateness for the position (as necessary).
* Conduct a CYFD Background Check.

Any applicant found to have been convicted of, or having charges pending for a felony or misdemeanor involving a sex offense, child abuse or neglect, will not be accepted for employment.

\*AAll employees must participate in a CYFD Background check every 5 years.