



Illinois Conference  
Screening Questionnaire

The Illinois Conference has established policies concerning professional conduct in order to maintain a healthy work and worship environment. Our commitment to these policies requires that we conduct a criminal background check of persons prior to or at the beginning of employment or service in certain positions at the Illinois Conference. The communications with your schools, employers, or congregations and religious supervisors will make it clear that our inquiry is being made to comply with our employment and screening policies and not because we suspect that you are, or have been, involved in inappropriate conduct.

As part of this process, we require each person to answer a series of questions which are, of necessity, intimate in nature. If you do not understand the question, please call the Human Resources Department at the Illinois Conference at [630-716-3525](tel:630-716-3525). Please answer all questions. Your answers will be kept as part of our confidential files. We know you may have concerns about who will have access to the information from the background investigation. The Human Resources Department will be the person who reviews the information. In most cases no one else will have access to it. However, the Illinois Conference reserves the right to share the information with others whom it deems have a need to know or whom the Illinois Conference determines it is legally obligated to disclose.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Please circle either "yes" or "no" for each question. If the answer to any of the following questions is "yes," please indicate the question number, provide relevant information regarding your response and indicate resolution of the issues, if any. Use the back of this form or additional paper if necessary.

Throughout this document, "**charged**" indicates allegations made in writing and known to you.

1. Has disciplinary action of any sort ever been taken against you by a licensing board, professional association, or educational/denominational institution? No  Yes
2. Have there been written complaints against you that did not result in discipline? No  Yes
3. Are there complaints pending against you before any of the above-named bodies? No  Yes
4. Have you ever been subjected to church disciplinary proceedings? No  Yes
5. Have you ever been asked to resign or been terminated by a training program or Employer? No  Yes

6. Have you ever had a civil law suit brought against you relative to your professional work or is any such pending? No  Yes
7. Have you ever had a professional insurance suspended or revoked for any reason? No  Yes
8. Have you ever been charged with any ethics violation or are any such actions pending against you? No  Yes
9. Have you ever been charged with having sexual contact or attempted sexual contact (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons that you were seeing in a professional context (e.g. a believer, a client, a student, an employee, a volunteer, a subordinate)? No  Yes
10. Since the age of 21, have you ever been charged with engaging in sexual behavior (sexual intercourse of any kind, intentional touching, or conversation for the purpose of sexual arousal) with persons under 18 years of age? No  Yes
11. Have you ever been charged with the production, sale, or distribution of pornographic materials? No  Yes
12. Have you ever been charged or adjudicated with sexual misconduct, including:
- Abuse of power or role for sexual purposes No  Yes
  - Sexual contact with a minor or an adult incompetent to give consent No  Yes
  - Sexual assault (e.g., rape) No  Yes
  - Solicitation for sexual purposes (e.g., prostitution) No  Yes
  - An offense related to pornography or public indecency (e.g., indecent exposure) No  Yes
13. Have you ever been charged with an offense related to sexual harassment, including unwelcome:
- Sexual advances No  Yes
  - Request for sexual favors No  Yes
  - Sexually motivated physical contact No  Yes
  - Verbal or physical domination of a sexual nature No  Yes
14. Do you have a history of alcohol abuse? No  Yes
15. Do you currently have a tobacco pattern? No  Yes

16. Do you have a history of drug abuse with any other drugs: recreational, prescription, over-the-counter, or illicit? No  Yes
17. Have you ever been charged, arrested, or convicted of any felonies or misdemeanors? No  Yes
18. Have you ever had a restraining order, injunction, order for protection or the like issued against you as a result of allegations of domestic violence, abuse of the like? No  Yes
19. Have you ever been charged with misappropriating funds or otherwise breaching fiduciary duties in any professional capacity? No  Yes
20. Have you filed your income tax returns for the past 10 years? No  Yes

### Statement of Applicant: (Please read carefully before signing)

I certify, to the best of my knowledge, that all information given by me in this Screening Questionnaire is true and correct. I understand that false or misleading statements made by me or consequential omissions of any kind in this Screening Questionnaire are sufficient cause for my not being further considered or being accepted as an employee or for my dismissal no matter when discovered, or from discontinuation of consideration for ordination, if applicable.

I understand and I agree that I will notify the church office immediately of any changes in the status of my license, censure or sanction by professional bodies, or in any information reported above.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

### Background Check and Authorization/Release

I understand and agree that a criminal background check will be conducted with respect to me, and that the information I have provided the Illinois Conference may be verified by contacting persons and organizations with whom I have had contact or which may have information concerning me. I agree to release from liability and damages the Illinois Conference and its agent(s) who conduct and participate in any such review and those individuals, organizations, and their agent(s) who provide information about me during this review, only to the extent that such information is released without malicious intent. All materials pertaining to the background check shall be the property of the Illinois Conference. I authorize all such persons to treat a photocopy of this Authorization as though it were an original, executed Authorization.

Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_