



BACKGROUND CHECK DISCLOSURE, AUTHORIZATION AND RELEASE

Section 1: Disclosure

As a part of your application for employment or volunteer assignment within a ministry of the Catholic Diocese of Sioux Falls, a background check will be performed as part of normal procedure. The report will be limited to public record information concerning criminal records from federal, state and other agencies which maintain such records. It may include other records as are needed to determine and/or confirm current and previous addresses in order to perform an appropriate criminal history background check. Depending on the position for which you are applying, the report may include information about your character, general reputation, personal characteristics and mode of living, employment record, education, qualifications, criminal record, and driving record. Preparing the consumer report may involve inquiries with sources such as supervisors, friends, neighbors, associates, public record or law enforcement agencies. A consumer report and/or an investigative consumer report may be obtained at any time during the application process and if you are hired or assigned, during your continued employment or volunteer assignment. You have the right, upon written request, and after the receipt of this notice, to request a disclosure of the nature and scope of the investigative consumer report.

Before a negative determination of suitability for employment or volunteer ministry is made, when the decision is based in whole or in part on the information contained in the report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act (FCRA), as well as additional information regarding your rights under the law. **Note:** Even though the federal act is called the Fair Credit Reporting Act (FCRA), no credit report will ever be requested. The FCRA also applies to other items of the background check such as criminal records and those listed above.

Section 2: Authorization and Release

I have carefully read and understand this Disclosure, Authorization and Release form. In connection with my application for employment or volunteer assignment, I understand that a consumer or investigative consumer report may be requested containing information about me including, but not limited to, public records, criminal records, driving history, educational verification, licensing and credential verification, and employment history. I understand that information may be obtained from various federal, state, local and other agencies and from any other persons who may have information about my past.

By my signature on page 2, I hereby authorize without reservation, any party or agency contacted by the Catholic Diocese of Sioux Falls, the organization for which I am applying for employment or volunteer assignment, or any agency acting on their behalf, to furnish information about me. If accepted for employment or volunteer assignment, I further authorize ongoing procurement of the above mentioned reports at any time during my continued employment or volunteer assignment.

I also agree that a faxed, photocopied, or electronic form of this Background Check Disclosure, Authorization and Release form with my signature shall be accepted with the same authority as the original.

I understand that providing any false information or omitting any material information on my Background Check Disclosure, Authorization and Release form will be sufficient grounds for termination of my employment or volunteer assignment whenever discovered.



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SECTION 3: TO BE COMPLETED BY APPLICANT: (please print legibly)

First Name _____ Middle Name _____ Last Name _____ Maiden / Alias _____

Present Address _____ City _____ State _____ Zip _____ From Mo/Yr _____ Phone Number _____

Previous Addresses: (7 years, attach a separate sheet if necessary)

Street Address _____ City _____ State _____ Zip _____ Mo/Yr to Mo/Yr _____

Street Address _____ City _____ State _____ Zip _____ Mo/Yr to Mo/Yr _____

Social Security Number:(required) _____ **Date of Birth:**(required) _____

Driver's License Number / State Issued: _____ **Sex*:** _____ **Race*:** _____

* This information is voluntary. However, without this information, we may be unable to properly identify you in the event we find adverse information during the course of our background search.

During my ministry within the diocese I will be serving as a: Volunteer _____ Employee _____

My position (title) in that ministry is: _____

CONVICTIONS: Have you ever been convicted of, entered a plea of guilty or no contest to any felony or misdemeanor, or do you presently have pending, any violations of law? **NO** _____ **YES** _____

If you answered 'yes', please provide details of all offences including nature, circumstances and dates. Attach an additional sheet if necessary. A conviction will not necessarily lead to a negative determination of suitability for employment or volunteer ministry.

My signature below provides acknowledgement and understanding of the Disclosure, Authorization and Release notice (see reverse side) and provides authorization to procure a consumer or investigative consumer report.

Applicant Signature: _____ **Date:** _____

SECTION 4: TO BE COMPLETED BY PARISH / SCHOOL: *All fields must be completed for processing*

Parish or School: _____

Background Check Account #: _____

Address: _____ **Phone:** _____

Local SE Coordinator: _____

Applicant will be a:

Paid Staff Member

Volunteer

Email Address: _____

Minnesota, California & Oklahoma applicants may obtain a copy of the investigative report by contacting the Catholic Diocese of Sioux Falls. It will be mailed to you as required by state