REQUEST AND INSTRUCTIONS TO PROCURE AN INVESTIGATIVE BACKGROUND REPORT AND/OR CONSUMER REPORT

Reporting on:
Parish, school or other agency
Position: (check one) Clergy Staff (employee) Volunteer
Check all reports that apply: Criminal Report (Statewide & National Criminal Search, Social Security Trace and FBI Sex Offender) Required for all employees and volunteers of parishes, missions, schools or agencies that are affected by the Policy.
Driving History: Required for all employees of the parishes, missions, schools or agencies of the Diocese. Required for all volunteers affected by the Policy who drive on behalf of parishes, missions, school or agencies of the diocese.
Financial History (Credit Report):
Required for all employees and volunteers who handle over \$1,000 in cash, checks or negotiable financial instruments per month on average.
Strongly advised for all employees and volunteers who routinely manage funds on behalf of a church organization; that is, they decide how money is expended, receive or make purchases, or make substantial monetary decisions.
Strongly advised for any employee who routinely has keys and access to the areas of a church or organization where monies and incoming mail are handled or stored.

The pastor, administrator or organization supervisor is free to require a Credit Report and Driving History on any employee or volunteer if they deem it necessary, regardless of the above parameters.

The decision by the pastor, administrator, or organization supervisor to <u>not</u> require a Credit Report or Driving History should be documented in the personnel file of the individual.

Please send this page plus the two-page signed *Authorization and Disclosure* document, the completed Order Cost page and check to:

Safe Environment Office Diocese of Gallup P.O. Box 1338 Gallup, NM 87305

**PLEASE DO NOT staple forms together. Thank you



MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box

Please enter your legal name on your drivers license or passport* Full Name (Printed) ___ First Middle Last Maiden/Other Complete Residence Address __ Street Number/PO Box Street Name City State Zip Code County Date of Birth Social Security Number Gender Race Driver's License Number State Issued Daytime Telephone Number: Email Please list all additional residences that you have resided in during the last 7 years Street Number/PO Box Zip City State County Street Number/PO Box City State Zip County

City

State

Zip

County

Street Number/PO Box

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



DISCLOSURE

Employer.

To assist The Diocese of Gallup in obtaining a consumer report, the following information is provided.

FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE

In connection with your employment application (including contract or volunteer services), the prospective Employer ("The Employer") may seek background information about you from a Consumer Reporting Agency. This information will be in the form of Consumer Reports as defined by the federal Fair Credit Reporting Act.

Consumer reports are a compilation of information that are expected to be used to evaluate you for employment eligibility or for promotion, reassignment, and retention as an employee (including contract or volunteer services). These reports may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer Reports may also include credit reports, criminal records, education verifications, employment history, worker's compensation, credentials, drug testing results and driving records, among other resources.

SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer.

A summary of your rights under the federal Fair Credit Reporting Act (FC	CRA) is being provided to you with this disclosure.
Signature	Date
RELEASE FORM	
FCRA Authorization	
I acknowledge that I have received and read the Fair Credit Reposummary of Rights Under the Fair Credit Reporting Act, and this documents I have received.	
I hereby authorize the Employer or its authorized agents, for employent services, to obtain Consumer Reports after The Employee during that I may be employed by The Employer.	
I hereby authorize law enforcement agencies, public and private and courts, credit bureaus, information bureaus, current and for licensing agencies, governmental agencies, the military, and oth	mer employers, financial institutions,

I understand that any information that I provide in an employment application or that I otherwise disclose during my employment (including contract or volunteer services) may be used to obtain Consumer Reports.

all information that is requested by SELECTION.COM®, or other consumer reporting agencies, or The

Full name (Printed)				
	First	Middle	Last	Maiden/Other
Signature		Date		

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