

**You may FAX
 this Form to:
 318-445-2493**

BACKGROUND/SCREENING RELEASE FORM for Clergy, Employee or Commissioned Volunteer

In conjunction with my application for employment or volunteer placement (including contract services) with the Diocese of Alexandria, I understand that you intend to hire Selection.com to obtain Consumer Reports and/or Investigative Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" may include information concerning my credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. You also may seek information concerning my employment history, workers' compensation history, motor vehicle record, education background, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of employment to me. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents, to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am hired/accepted, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my participation with the Diocese of Alexandria. A photocopy, scan or facsimile of this authorization shall be as valid as the original.

Signature _____ **Date** _____

THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION

PRINT NAME _____
Last Name *First Name* *Middle* *Social Security Number* (required for processing)

PREVIOUS OR MAIDEN NAME (if applicable) _____ **PHONE NUMBER** _____

STREET ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

DATE OF BIRTH: ____/____/____ (USED FOR IDENTIFICATION PURPOSES ONLY)
My prospective employer understands age to be a protected characteristic, and the information requested will not be used as the basis for any employment decision.

Name of the CATHOLIC CHURCH/MISSION/SCHOOL (or other incorporated apostolate) at which you wish to work and/or volunteer _____

Your **POSITION/TITLE** there: _____ **Is the position:** **Volunteer?** ____ **Employee?** ____ **Both?** ____

Your **EMAIL ADDRESS** _____ @ _____

Indicate parishes/counties and states of residence (other than above) during the past seven (7) years (if applicable):

COUNTY/PARISH _____ **STATE** _____ **PARISH/COUNTY** _____ **STATE** _____ **N/A** _____

Notice ONLY to Applicants Living in CA, OK or MN:
 I request to receive a free copy of any Report ordered on me: _____
 I authorize Selection.com to deliver my Report via email to: _____

Notice ONLY to California Residents:
 Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Selection.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Selection.com to determine with reasonable certainty that you are the subject of the report. Selection.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification. Selection.com Privacy Policy can be viewed at www.Selection.com.

For Billing Purposes: Please indicate below the *Catholic Church* or *School* at which this applicant wishes to work/volunteer: _____

Pastor's/Principal's Signature (required) _____

This is a "First-Time" Background Check or This is a "5-Year Re-Background Check"