

# Felton Presbyterian Church

## **BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM**

In the interest of maintaining the safety and security of our members, employees and property, Felton Presbyterian Church (the "Church") will conduct some reference checks on you in connection with your employment application, and if you are hired, may order additional background reports on you for employment purposes.

The information obtained may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational and, as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks. The information may be obtained from private and public record sources, including personal interviews with your associates, friends and neighbors. The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history.

## **AUTHORIZATION FOR BACKGROUND CHECKS**

After carefully reading this Background Check Disclosure and Authorization form, I authorize the Church to conduct the reference checks on my background. I understand that the Church may rely on this authorization to conduct additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to the Church and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. The information that can be disclosed to the Church and its agents includes, but is not limited to, information concerning my employment history, earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses and substance abuse testing.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **RELEASE FOR REFERENCE CHECK ON FORMER EMPLOYEE**

I, \_\_\_\_\_(Name), request and authorize any individual with information about my employment and educational background to release information related to my employment record, including but not limited to information regarding my position, salary/wages, dates of employment, duties, skills, performance, reason for leaving my former position(s), and information about my educational background.

I release all personal references, former employers, persons, schools, companies and law enforcement authorities and their officers, managers, employees and agents from any liability and for any damage whatsoever for providing truthful information.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date