

Employee, Contractor, and Volunteer Criminal Background Check Authorization Form

Entity Name: _____

As a religious organization the safety of children, vulnerable adults, employees, independent contractors, volunteers, parishioners, and the people we serve is of the highest importance. Therefore, criminal history background checks must be conducted for all Archdiocese of Detroit Central Services, parish, and school employees, contractors, and volunteers.

Please complete this form and return it to the designated administrator for criminal background checks at the above-named entity.

First, Middle, Last Name	Date of Birth	Years residing in Michigan	
Other names known by			
Address	City	State	Zip Code
Home Phone	Cell phone		
Email address	Race		
Male ☐ Female ☐			
Position sought			

Pursuant to the federal Fair Credit Reporting Act, I hereby authorize the above named entity, the Archdiocese of Detroit, and its designated agents and representatives to conduct a comprehensive review of my background through a consumer report and/or an investigative consumer report to be generated for employment, promotion, reassignment or retention as an employee, contractor, or volunteer. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of Social Security number; current and previous residences; employment history, including all personnel files; education; references; credit history and reports; criminal history, including records from any criminal justice agency in any or all federal, state or county jurisdictions; birth records; motor vehicle records, including traffic citations and registration; and any other public records.

I, _____, authorize the complete release of these records or data pertaining to me that an individual, company, firm, corporation or public agency may have. I hereby authorize and request any present or former employer, school, police department, financial institution or other persons having personal knowledge of me to furnish the above named entity, the Archdiocese of Detroit, and its designated agents with any and all information in their possession regarding me in connection with an application of employment. I further release the above named entity, the Archdiocese of Detroit, and its related entities from all liability resulting from the furnishing of this information. I am authorizing that a photocopy of this authorization be accepted with the same authority as the original.

I understand that, pursuant to the federal Fair Credit Reporting Act, if any adverse action is to be taken based upon the consumer report, a copy of the report and a summary of the consumer's rights will be provided to me.

Signature

Date