

DISCLOSURE AND AUTHORIZATION FORM
FOR CLERGY, EMPLOYEES AND VOLUNTEER STAFF

Disclosure Regarding Background Investigation

The Episcopal Diocese of Louisiana or any church, school or Diocesan institution in which you seek to serve as a member of the clergy, an employee (including independent contractor assignments) or volunteer staff may request, for lawful employment purposes (including positions as volunteers), background information about you from a consumer reporting agency in connection with your employment, application for employment or application to serve as a volunteer in a staff position. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Diocese, church, school or Diocesan institution, throughout your employment period, your contract period or the time in which you serve as a volunteer staff member.

Pursuant to Diocesan policy, Oxford Documents, Praesidium or another reporting agency or entity will prepare or assemble the background reports for the Diocese, church, school or Diocesan institution. Oxford Documents can be contacted by mail at P.O. Box 307, 655 West Highway 10, Anoka, MN 55303-1623 and can be contacted by phone at (800) 801-9114. Praesidium can be contacted by mail at PO Box 202002, Arlington, TX 76006 or phone at (817) 801-7773.

The types of information that may be obtained depend on the level of search required by Diocesan policy for the position for which you are applying and may include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; sex offender registries; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (*e.g.*, dates of attendance, degrees obtained); employment history verifications (*e.g.*, dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company, church or Diocesan policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Diocese, church, school or Diocesan institution should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Diocese, church, school or Diocesan institution will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job or position for which you are being evaluated.

You may request more information about the nature and scope of any background reports by contacting the Safe Church Coordinator of the Diocese. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency and to the release of such background reports to the Diocese, church, school or Diocesan institution and its designated representatives and agents, for the purpose of assisting the requesting party in making a determination as to my eligibility for employment (including independent contractor assignments or as volunteer staff, as applicable), promotion, retention or for other lawful employment purposes or to serve as a volunteer to work with children or youth. I understand that if the Diocese, church, school or Diocesan institution hires me, contracts for my services, or authorizes me to work with children or youth, my consent will apply, and the Diocese, church, school or Diocesan institution may obtain updated background reports, throughout my employment, contract or volunteer period.

I understand that information contained in my employment, contractor or volunteer application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), sex offender registries, motor vehicle records agencies, my past or present employers, the military, churches, Dioceses and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic form (including electronically signed), will be valid for any background reports that may be requested by or on behalf of the Diocese, church, school or Diocesan institution.

Please complete the following information:

Current home address Apt. number

City State Zip Code

Social Security Number: _____

Date of Birth (month/day/year): ____/____/____

Full name (printed)

Signature

Date: ____/____/____