

# RELEASE AND AUTHORIZATION – For Employees/Volunteers **Roman Catholic Diocese of Charlotte**

**For Employer Use Only: Employment/Volunteer Location Must Complete This Section**

Employee \_\_\_\_\_

Volunteer \_\_\_\_\_

Position Applied For \_\_\_\_\_

Requesting Parish, Agency, Department or School \_\_\_\_\_

Signature of Requesting Official \_\_\_\_\_ Date \_\_\_\_\_

Mail completed form to: **Diocese of Charlotte Human Resources Department, 1123 S. Church Street, Charlotte, NC 28203, or Fax to: 704-370-3223**

## **Employee/Volunteer Section:**

**Authorization** – I \_\_\_\_\_ in connection with my application for employment/volunteer position with the Diocese of Charlotte, hereby authorize the Diocese of Charlotte and ScreeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of the Diocese of Charlotte as a sound business practice, but also for the benefit of all employees and volunteers. It is no reflection on an applicant. I have read and understand the Background Verification Disclosure at the bottom of this page.
2. All reports are confidential, and provided to Diocese of Charlotte for employment/volunteer decisions only. Consumer credit information including credit reports (**only if applicable to the position**) are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: **Screening One, Inc., 2233 W. 190<sup>th</sup> Street, Torrance, CA 90504.**
4. I authorize and release people, companies, references, current and former employers, schools, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Diocese of Charlotte or Screening One.
5. I further release all of the above, including Diocese of Charlotte and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.

**COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.**

## **Please Print**

Name (First, Middle, Last) \_\_\_\_\_

Date of Birth (Mo. /Day/Yr.) \_\_\_\_/\_\_\_\_/\_\_\_\_

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Former Name(s) \_\_\_\_\_

Date of Name Change \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Current Address (if less than one year at current address, please include previous address)**

1. Street (no P.O. boxes please) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

2. Street (no P.O. boxes please) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Dates From: \_\_\_\_\_ To: \_\_\_\_\_

**Background Verification Disclosure** – This is used to inform you that a consumer report is being obtained from a consumer reporting agency for the purpose of evaluating you for employee/volunteer service, including retention as an employee/volunteer. This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources.

**Your signature** \_\_\_\_\_ **Date** \_\_\_\_\_