



Catholic Diocese of Sioux Falls

AUTHORIZATION TO OBTAIN INVESTIGATIVE REPORT

Section A: To be completed by Applicant

Full Name (Please Print): \_\_\_\_\_
First Middle Last Maiden / Alias

Current Address: \_\_\_\_\_
(Permanent Address) Street Address City State Zip Mo/Yr to Mo/Yr

Previous Addresses: (7 years) (Complete if you have lived at your current address for less than 1 year.)

Street Address City State Zip Mo/Yr to Mo/Yr

Street Address City State Zip Mo/Yr to Mo/Yr

Street Address City State Zip Mo/Yr to Mo/Yr

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

Title of Paid Position or Volunteer Assignment Seeking: \_\_\_\_\_

Have you had a background check completed within the past 6 years? \_\_\_\_\_ If so, when? \_\_\_\_\_

Gender\*: \_\_\_\_\_ Race\*: \_\_\_\_\_

\* This information is voluntary. However, without this information, we may be unable to properly identify you in the event we find adverse information during the course of our background search.

In connection with my application for employment or volunteer assignment, I understand that a consumer or investigative consumer report may be requested containing information about me including, but not limited to, public records, criminal records, driving history, educational verification, licensing and credential verification, and employment history. I understand that information may be obtained from various federal, state, local and other agencies and from any other persons who may have information about my past.

By signing below, I hereby authorize without reservation, any party or agency contacted by the Catholic Diocese of Sioux Falls, the organization for which I am applying for employment or volunteer assignment, or any agency acting on their behalf, to furnish information about me. If accepted for employment or volunteer assignment, I further authorize ongoing procurement of the above mentioned reports at any time during my continued employment or volunteer assignment. I also agree that a fax or photocopy of this authorization with my signature shall be accepted with the same authority as the original.

My signature below provides acknowledgement of the disclosure notice (see reverse side) and authorization to procure a consumer or investigative consumer report.

\* Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section B: Parish or School Office Use Only

Name of Organization: \_\_\_\_\_

Address to Return Request: \_\_\_\_\_ Phone #: \_\_\_\_\_
Street Address City State Zip

Contact Name & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Report Requested: Volunteer Employee Motor Vehicle Account #: \_\_\_\_\_
(circle all that apply)

Minnesota, California & Oklahoma applicants may obtain a copy of the investigative report by contacting the Catholic Diocese of Sioux Falls. It will be mailed to you as required by state law.



## Catholic Diocese of Sioux Falls

Dear Applicant,

Thank you for your interest in joining the CATHOLIC DIOCESE OF SIOUX FALLS as an employee or volunteer. In order to promote a safe environment for the public, our employees, volunteers and other members of our organization, we routinely conduct background checks on all applicants. The background check is conducted by a consumer reporting agency in compliance with federal law, and is called a consumer report or investigative consumer report. The word consumer simply means “individual” (a report on an individual). The report will include a check of criminal records for volunteers, and possibly more, depending on the position you have applied for. The background check WILL NOT include your credit report. Please read the following disclosure notice as required by federal law prior to completing and signing the form on the reverse side.

### DISCLOSURE NOTICE FOR CONSUMER REPORTS

In connection with your application for employment or volunteer assignment with the CATHOLIC DIOCESE OF SIOUX FALLS, please understand that a background check will be performed as part of normal procedure. Information will be obtained about you from a consumer reporting agency. Depending on the position for which you are applying, the report may include information about your character, general reputation, personal characteristics and mode of living, employment record, education, qualifications, criminal record, and driving record. Preparing the consumer report may involve inquiries with sources such as supervisors, friends, neighbors, associates, public record or law enforcement agencies. A consumer report and/or an investigative consumer report may be obtained at any time during the application process and if you are hired or assigned, during your continued employment or volunteer assignment. You have the right, upon written request, and after the receipt of this notice, to request a disclosure of the nature and scope of the investigative consumer report.

Before a decision is made to deny your employment or volunteer assignment (called adverse action), when the decision is based in whole or in part on the information contained in the report, you will be provided a copy of the report, the name, address and telephone number of the reporting agency, a summary of your rights under the Fair Credit Reporting Act (FCRA), as well as additional information regarding your rights under the law.

**Note:** Even though the federal act is called the Fair Credit Reporting Act (FCRA), no credit report will ever be requested. The FCRA also applies to other items of the background check such as criminal records and those listed above.