



Employee Background Check Authorization Form

In conjunction with my application for employment and my continued employment (including contract services) with the Archdiocese of Galveston-Houston, I understand that you may hire Selection.com to obtain "Consumer Reports" about me as defined in the Fair Credit Reporting Act (FCRA). These "Consumer Reports" may include information concerning my credit worthiness, credit standing, credit capacity, character, academic background, credentials, work habits, work performance, work experience, reasons for work termination, general reputation, personal characteristics or mode of living. The Archdiocese of Galveston-Houston also may seek information concerning my employment history, workers' compensation history, motor vehicle record, education background, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether I am initially hired and my continued eligibility for employment. If the Archdiocese of Galveston-Houston contemplates making an adverse employment-related decision that will affect me based, in whole or in part, upon a "Consumer Report" obtained from Selection.com, I will be provided with a copy of the "Consumer Report" and a written summary of my "Consumer Rights" under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize the Archdiocese of Galveston-Houston, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. Furthermore, this authorization shall remain on file and shall serve as an ongoing authorization for the Archdiocese of Galveston-Houston to obtain "Consumer Reports" about me from Selection.com at any time during my employment with the Archdiocese of Galveston-Houston. A photocopy or facsimile of this authorization shall be as valid as the original.

THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION

(PLEASE PRINT THE FOLLOWING INFORMATION LEGIBLY)

PRINT NAME Last Name First Name Middle Name Social Security Number

PREVIOUS OR MAIDEN NAME (if applicable) DATE OF BIRTH / /

STREET ADDRESS CITY STATE ZIP

DRIVER'S LICENSE NUMBER STATE ISSUED GENDER: Male Female

PHONE NUMBER EMAIL ADDRESS

List states and counties of residence, other than above, for the past seven (7) years:

COUNTY STATE DATE RESIDED FROM/TO
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List your primary Archdiocese of Galveston-Houston Church/School/ Chancery where you will work, the city, position, and your hire date.

Table with 5 columns: Place of Employment, Church or School, City, Position or Job Title, Anticipated Hire Date. Rows for Primary and Secondary.

Signature Date

For Church or School Office use only

Will this person handle money on behalf of the Church/School: (circle one) Y / N If yes, approximate amount per month \$

Pastor/Principal Signature Email address

**Notice to Applicants Living in CA, OK or MN**

By checking this box,  I request to receive a free copy of any Report ordered on me.

Email address: \_\_\_\_\_\*\*\*\* By entering my email address, I authorize Selection.com to deliver my Report via email

**Notice to California Residents:**

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Selection.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Selection.com to determine with reasonable certainty that you are the subject of the report. Selection.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.