

FELLOWSHIP CHURCH: Employee Background Check Authorization Form

Desired Position of Employment:		Today's Date:	
Campus Location:		Ministry Contact Person:	
Applicant's Legal Last Name: (Print in space below)	Applicant's Legal First Name: (Print below)	M.I.	
In the space below, please provide any aliases, maiden name, and/or any other name(s) used for employment or school if different from above. (Print in space below.)			Circle Gender
			M F
Please provide your current home address in the spaces below.			
Street Address: (Enter clearly in space below)	City: (Print below)	State	Zip Code
Date of Birth: (Enter below)	Social Security Number	Driver's License Number	State DL Issued By
Please acknowledge your understanding of the following three statements by initialing in the spaces below.			
1	I understand a Criminal Record Check will be processed on Fellowship Church employees on an annual basis or at the discretion of management.	INITIAL	
2	I understand a National Sex Offender Registry check will be processed on an annual basis or at the discretion of management.	INITIAL	
3	I understand and acknowledge it is my responsibility to notify the management of Fellowship Church immediately in the event of an arrest, or if criminal charges have been brought against me, for any offense other than a Class C Misdemeanor traffic violation.	INITIAL	
Please answer the following questions:			
1	Have you ever been convicted of any criminal activity?	YES	NO
2	Have you ever been cautioned by the police or bound over to keep the peace?	YES	NO
3	Have you ever been found guilty by a court exercising civil jurisdiction (including marriage/family jurisdiction) to have caused significant harm to a child or young person under the age of eighteen years, or has any such court made any order against you on the basis of finding or allegation that any child or young person was at risk of significant harm from you?	YES	NO
4	Has your conduct ever caused or been likely to have caused significant harm to a child or young person under the age of eighteen, or put a child or young person at risk of significant harm, or to your knowledge has it ever been alleged that your conduct has resulted in any of those things? (This question relates to any conduct, whether in a paid, voluntary or other capacity.)	YES	NO
5	Has a child in your care or for whom you have or had parental responsibility ever been removed from your care by a government agency or legal process?	YES	NO
6	Do you have any health problems which might affect your work with children or young people under the age of eighteen?	YES	NO
7	Have you, since the age of eighteen, ever been known by any name other than the one(s) given above?	YES	NO
8	Have you ever received probation or community supervision for any federal, state or municipal offense?	YES	NO
9	Have you ever been convicted of any criminal offense in a country outside of the jurisdiction of the United States?	YES	NO
10	As of this date, do you have any pending charges against you?	YES	NO
11	Have you, during the past five years, had any home address other than that given above?	YES	NO

SUMMARY OF YOUR RIGHTS UNDER THE FCRA

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA at 15 U.S.C. §§1681-1681u. The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

You must be told if information in your file has been used against you. Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.

You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.

You can dispute inaccurate information with the CRA. If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.

Inaccurate information must be corrected or deleted. A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.

You can dispute inaccurate items with the source of the information. If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

Outdated information may not be reported. In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

Access to your file is limited. A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.

Your consent is required for reports that are provided to employers, or reports that contain medical information. A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.

You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers. Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.

You may seek damages from violators. If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING	PLEASE CONTACT
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552* 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 * 202-720-7051