

Parish/School: \_\_\_\_\_

City: \_\_\_\_\_

**Background Inquiry Form****Applicant Information**

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

Alias/Other Names Used (Last, First, Middle) \_\_\_\_\_

Date of Birth:

Social Security Number:

Race:

Sex:

Driver License Number:

State:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ F  M \_\_\_\_\_**Current Address:**Street:City:State:Zip Code:Month/Year:

to

Month/Year:**Previous Addresses: (7 years)**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Authorization to Obtain Consumer Reports**

In connection with my application for employment or assignment, I understand that consumer reports and/or investigative consumer reports may be requested containing information about me including, but not limited to, public records, consumer credit, 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 activities.

By signing below, I hereby authorize without reservation, any party or agency contacted by the ROMAN CATHOLIC DIOCESE OF LAS CRUCES or Zaeplex, a consumer reporting agency acting on their behalf, to furnish information about me. If hired, I further authorize ongoing procurement of the above mentioned reports at any time during my continued employment, or 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 acknowledgment of the disclosure notice (reverse side) and authorization to procure consumer/investigative consumer reports:

Printed Name: \_\_\_\_\_

 Employee  Volunteer

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**California, Oklahoma, and Minnesota applicants** may obtain a copy of the consumer and/or investigative consumer report by checking this box. It will be mailed to you as required by state law.

**CA applicants will be supplied with the specific scope of work as required by law.**

**DISCLOSURE NOTICE ON REVERSE SIDE OF THIS FORM.**

Fax (800) 203-9616

## **DISCLOSURE NOTICE FOR CONSUMER REPORTS**

In connection with your application for employment or assignment for the ROMAN CATHOLIC DIOCESE OF LAS CRUCES, information may be obtained about you from a consumer reporting agency. A consumer report and/or an investigative consumer report may be requested on you including information about your character, general reputation, personal characteristics and mode of living, employment record, education, qualifications, criminal record, and/or credit and indebtedness, and may involve personal interviews 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 hired, during your continued employment or assignment.** A consumer report containing injury and illness records and medical information may be obtained, if required, after a tentative offer of employment has been made. You have the right, upon written request made and after the receipt of this notice, to request a disclosure of the nature and scope of the investigative consumer report.

Before any adverse action is taken, based in whole or in part on the information contained in the consumer 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, as well as additional information on your rights under the law.