

**APPENDIX 4**  
**AUTHORIZATION FOR RELEASE OF BACKGROUND INFORMATION**  
*CONFIDENTIAL*

Disclosure and Authorization Form to Obtain background checks for Employment\* Purposes

**DISCLOSURE**

In considering you for volunteer or worker service, Red Clay Creek Presbyterian Church (RCCPC) may request and rely upon a background check about you obtained from a consumer reporting agency, such as IntelliCorp Records, Inc. Such a check is formally called a consumer report and, as such, falls under the requirements of the Fair Credit Reporting Act. **RCCPC will not request more than the standard report which consists of a criminal history, check for serious driving offenses (if applicable) and whether included on the sexual predator list without additional authorization.**

For definition purposes:

- A “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related\* decision about you. Such information may include, for example, credit information, criminal history reports, or driving records: and
- An “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before RCCPC can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

\*For the purposes of this disclosure statement, volunteer and worker service is considered employment.

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AUTHORIZATION**

I have read and understand the foregoing Disclosure, and authorize RCCPC to obtain and rely upon background checks as described in the foregoing disclosure statement, for considering me for volunteer or worker service and, if I am approved, in considering me for subsequent retention as a volunteer or worker. **By my signature below, I authorize RCCPC to obtain reports on criminal history, serious driving offenses, if applicable, and inclusion on the sexual predator list, and to share the information received with any person involved in the decision about me.**

**My signature below also authorizes any references or churches listed in my application to give you any information (including opinions) that they may have regarding my character and fitness for work with children/youth.** In consideration of the receipt and evaluation of this application by RCCPC, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of any kind or nature which may at any time result to me, my heirs, or family on account of compliance or any attempts to comply, with this authorization. **I waive any right that I may have to inspect any character reference information provided about me by any person or organization identified by me in this application.**

I also agree that this Disclosure and Authorization in original, faxed, photocopies, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of RCCPC.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THE RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**RCCPC Covenant of Care**

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***Personal Data***

Name \_\_\_\_\_, \_\_\_\_\_  
Last name First name Middle initial

Maiden Name (Other Name), if applicable: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

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

(may be used for official correspondence)

**Current Street**

**Address:** \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

How long at this address?

\_\_\_\_\_

**Previous Street**

**Address:** \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

How long at this address?

\_\_\_\_\_

I have the right to make a request to **IntelliCorp Records, Inc.** upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc.** has previously furnished within the two year period preceding my request.

I certify that all of personal data that I have provided is true, accurate and complete to the best of my knowledge. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of my application.

**THANK YOU FOR VOLUNTEERING TO HELP IN RCCPC'S MINISTRIES!**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_