



BACKGROUND CHECK AUTHORIZATION
for Employment or Volunteer Work

FCRA NOTICE AND ACKNOWLEDGMENT
IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING ACKNOWLEDGMENT
NEW ADDITIONS HAVE BEEN MADE JANUARY 2014 IN ORDER TO COMPLY WITH
THE **FCRA ARTICLE 13.**

NOTICE REGARDING BACKGROUND INVESTIGATION

First Baptist Church, Lewisville may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include, but is not limited to: employment and education verifications; social security number verification; criminal and civil court records; personal interviews; driving records; and/or any other public records or any other information bearing on your character, general reputation, personal characteristics and trustworthiness. These reports may be obtained at any time after receipt of your authorization and, if you are selected, throughout your affiliation with FBCL. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. The report will be generated by an outside organization. The scope of this notice and authorization is all-encompassing, however, allowing FBCL to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and, if you are selected, throughout your affiliation with FBCL to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report. In compliance with the **FCRA Article 613**, an email address **and** mailing address is required by each applicant in order for us to send a consumer copy of any criminal records returned.

This screening form is to be completed for **any position** (volunteer or compensated) which may or may not involve the supervision or care of preschoolers, children and/or student (minors under the age of 18). This is not an Application for Employment. Persons seeking a position in the church as a paid employee will be required to complete an employment application in addition to this screening form. This form is being used to help the church provide a safe and secure environment for those children and students who participate in our programs and use our facilities.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the **NOTICE REGARDING BACKGROUND INVESTIGATION (above)** and **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT** (separate document) and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" at any time after receipt of this authorization and, if I am selected, throughout my affiliation with FBCL. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by the outside organization acting on behalf of FBCL. I agree that a facsimile ("fax") or photographic copy of this Authorization shall be as valid as the original.

Select the Ministry in which you wish to serve:

VOLUNTEER:

Preschool Children Student

Driving Record Check:
Application Required

EMPLOYEE: Musicians complete page 1, sign back page

Musician All Other Employees

Full Name (Required)	First	Middle	Last
	First	Middle	Last
	First	Middle	Last
	First	Middle	Last
Maiden Name, Previous Names, or Aliases Used (Required)	First	Middle	Last
	First	Middle	Last
	First	Middle	Last
	First	Middle	Last
Social Security Number (Required):	Date of Birth (Required):	Driver's License/ID State:	Driver's License/ID Number (Required if driver check):

Please provide ALL residential addresses for the past seven (7) years.

Current Address (Zip Code Required):	From
Previous Address:	From/To
Previous Address:	From/To
Previous Address:	From/To
Previous Address:	From/To
Previous Address:	From/To
Previous Address:	From/To
Contact Telephone Number:	E-Mail (Required) Only used for providing a consumer copy of any criminal records returned

List all previous church work involving preschool, children and/or student (grades 7-12)		
Church Name, City and State	Work Performed	Dates
Church Name, City and State	Work Performed	Dates

List all previous non-church work involving preschool, children and/or student (grades 7-12)			
Name	Address	Phone Number	Dates
Name	Address	Phone Number	Dates

Personal References – not former employers or relatives (3 names)		
Name	Address	Phone Number
Name	Address	Phone Number
Name	Address	Phone Number

THE RESPONSES TO THE FOLLOWING QUESTIONS WILL BE HELD CONFIDENTIALLY

Have you ever been arrested for, charged with, under probation for, or convicted of either sexual or physical abuse? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please explain. _____
Do you use illegal drugs? <input type="checkbox"/> No <input type="checkbox"/> Yes - If yes, please explain below
Have you ever been convicted of a criminal offense? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain. _____
Is there any fact or circumstance involving you or your background that would call into question your bring entrusted with the supervision, guidance and care of minors? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain. _____
Were you a victim of sexual or physical abuse or molestation while a minor? (If you prefer, you may refuse to answer this question, or you may discuss your answer in confidence with a minister.) Answering "Yes" or leaving the question unanswered will not automatically disqualify an applicant for preschool, children, or student work. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Would like to see a minister
Has your driver's license ever been suspended or revoked? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please explain: _____

APPLICANT'S STATEMENT

The information contained in this screening form is correct to the best of my knowledge. I authorize First Baptist Church of Lewisville located at 1251 W. Valley Ridge Blvd, Lewisville, TX to conduct a driver's record check **annually** and a background volunteer/employee screening every **five** years (more often if I move from the area for more than six months). I further authorize any references, churches, or organizations listed in this form to furnish any information (including opinions) regarding my character and fitness for work with minors or the mentally disabled. In consideration of the receipt and evaluation of this form by First Baptist Church, Lewisville I hereby release any individual, church student 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 whatever kind or nature which may at any time result to me, my heirs or my family, on account of compliance or any attempts to comply with this authorization. All authorizations are confidential.

Should my application be accepted, I agree to be bound by the By-Laws and Policies and Procedures of this church.

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

SIGNATURE (Required):	DATE:
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