

**AUTHORIZATION & DISCLOSURE FOR BACKGROUND SEARCH**  
**Employee, Volunteer or Vendor**

In connection with my application for employment, continued employment, as part of my volunteer ministry to children and youth, and/or as part of my work duties, I understand I must have a background search conducted. From time to time as a condition of continued employment or volunteer service, a report may be requested which may include information as to my character, work habits, performance, experience, and criminal records along with reasons for termination of past employment.

The following information is true and correct to the best of my knowledge: *[PLEASE PRINT CLEARLY]*

Name: \_\_\_\_\_  
 First Middle Last Suffix

Other Names Used: \_\_\_\_\_

Current Address: \_\_\_\_\_  
 Street Number Street Name (No PO Boxes) City State Zip

\_\_\_\_\_  
**Social Security Number (Required Field)**

\_\_\_\_\_  
**Date of Birth MM/DD/YY\*(Required Field)**

\_\_\_\_\_  
**Daytime Phone Number**

\*This information is used for identification purposes only. In no way is it used as a qualification for employment or volunteer service.

**Primary Parish/Institution:** \_\_\_\_\_ as  EMPLOYEE  
 VOLUNTEER  
 Parish/Institution Address: \_\_\_\_\_  VENDOR  
 OTHER \_\_\_\_\_  
 Position (e.g., Coach, Salaried Teacher, Vol. Catechist, etc.): \_\_\_\_\_

**Secondary Parish/Institution:** \_\_\_\_\_ as  EMPLOYEE  
 VOLUNTEER  
 Parish/Institution Address: \_\_\_\_\_  VENDOR  
 OTHER \_\_\_\_\_  
 Position (e.g., Coach, Salaried Teacher, Vol. Catechist, etc.): \_\_\_\_\_

**FAIR CREDIT REPORTING ACT**

**FOR EMPLOYEES:** In order to make a determination as to your suitability for continued employment, the Diocese of Brooklyn and its designee will obtain from LexisNexis and/or HireRight reports that detail possible criminal background information and a social security number validation.

**BACKGROUND SEARCH AUTHORIZATION**

Law enforcement, judicial, and governmental agencies are authorized to release all written information about me in connection with the background searches. To the extent permitted by law, I release all individuals, companies, corporations and agencies from any and all liability, claims, and or damages relating to the above-authorized background searches.

**By signing below, I hereby consent to and voluntarily authorize The Diocese of Brooklyn or its designee to obtain from LexisNexis Inc. and/or HireRight, a social security number validation report; National Criminal File Search; and State Sexual Offender Search. LexisNexis and/or HireRight will conduct no other searches, reports or investigations of any kind, except for those listed immediately above.**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date Signed

<b>For Office Use Only</b>
<b>Institution #</b> _____
<b>Date Entered</b> _____