

## **NOTICE AND AUTHORIZATION FOR CRIMINAL HISTORY AND BACKGROUND CHECKS**

### **IMPORTANT: READ CAREFULLY**

The members of the \_\_\_\_\_ United Methodist Church (“the Church”) are committed to providing a safe and nurturing environment for staff, members and guests of all ages, and to take reasonable precautions to reduce the risk of child or adult maltreatment for all who participate in our programs or events, and from false allegations or suspicions of the same. Therefore, any person who wishes to be considered to work as Staff, or as an Adult Volunteer or Youth Volunteer at any church sanctioned event that involves work in direct contact with Children, Youth or Impaired Adults, must sign this Notice and Authorization as part of the Safe Sanctuary Application.

#### **1. Authorization to Conduct Background Investigation**

I understand and agree that the Church may conduct a personal investigation of my qualifications, experience and background and in so doing, may contact any person, law enforcement agency, child or adult maltreatment registry or any other firm or entity it desires. I understand and agree that the investigation may be conducted and information obtained through personal interviews of my current and former employers, neighbors, friends or others with whom I am acquainted and that this inquiry may include information regarding my character, general reputation, personal characteristics and mode of living, and I specifically authorize the Church to make such inquiry.

I understand and agree that the Church may obtain a report about me from a credit reporting agency and/or may obtain an investigative consumer report for the purpose of evaluating my suitability for this position. I also understand that if I am accepted, the Church may later obtain additional consumer reports or investigative consumer reports about me for the purpose of evaluating me for promotion, reassignment or retention. I understand that the background check may include requests for and/or disclosure of information about me including but not limited to my employment record, records concerning any criminal history, records concerning my credit history, and verification of my academic and/or professional credentials which constitutes an “investigative consumer report.” I have been advised and understand that I have the right to review and challenge any negative information that would adversely impact a decision to allow me to participate or be employed. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of \_\_\_\_\_ UMC. Under the Fair Credit Reporting Act, U.S.C. §1681, et seq., the Americans with Disability Act, and all other applicable laws, I have been advised and understand that I will be provided the name, address and telephone number of the reporting agency and the nature, substance and source of all information and may request a copy of any report from the consumer reporting agency that compiled said report after proper identification has been received.

I hereby release, acquit and hold harmless the Church, all of its members, agents, servants and employees, collectively and individually, whether or not identified herein, from any and all liability for any damages of whatever kind or nature, seen or unforeseen, which may at any time result to me, my heirs, or family on account of the request for, use of and/or disclosure of any or all of the requested or supplied information, or in any way associated with this inquiry or investigation.

**2. Authorization to Release Information**

I authorize my current and former employers, neighbors, friends, others whom I am acquainted, and all other persons who might have information concerning me to any information they may have regarding my employment, or any other information they may have about me, whether or not it is a matter of record. I further authorize any person, entity or firm to release all information they may have about me regarding any criminal convictions and/or child or adult maltreatment findings that may exist against me. I hereby release, acquit and hold harmless any persons, firms or entities supplying information, and all of their agents, servants and employees, collectively and individually, whether or not identified herein, from any and all liability for any damages of whatever kind or nature, seen or unforeseen, which may at any time result to me, my heirs, or family on account of the request for, use of, and/or disclosure of any or all of the requested or supplied information, or in any way associated with this inquiry or investigation.

**3. No Intent to Create an Employment Contract**

I understand and agree that there is no intent by the Church or myself, in association with the Safe Sanctuary Application, this Notice and Authorization, nor the interview or training process, to create an employment contract between us, nor shall it create a contract between us, for either employment or the providing of any benefit to me. I understand that the Church has the right to change any procedure, policy, guideline or handbook at any time without notice to me.

**4. Applicant's Release**

I hereby release, acquit and hold harmless the Church, all of its members, agents, servants and employees, and also any person, firm or entity, and all of their agents, servants and employees, both collectively and individually, whether or not identified herein, from any and all liability for any damages of whatever kind or nature, seen or unforeseen, which may at any time result to me, my heirs, or family on account of the request for, use of, and/or disclosure of any or all of the requested or supplied information, or in any way associated with this inquiry or investigation.

**5. Certification of Applicant**

This certifies I have read, understand and agree to the above information. I agree that a copy of this authorization has the same effect as an original. It further certifies that if I am accepted, I will agree to abide by and observe all Safe Sanctuary guidelines established by the Church.

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

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

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