



ARCHDIOCESE OF ST. LOUIS  
Safe Environment Program



## Background Disclosure and Authorization For Employees and Volunteers

In connection with my employment and/or volunteer services with the Archdiocese of St. Louis (Diocese), I understand that a background check report is required and certain records may be requested by the Diocese. This report may include, as allowed by law, the following types of information, as applicable: criminal court records, prison/incarceration records, probation and parole files, multi-state sex and violent offenders reports, social security number trace, wanted person security screen, local county court and arrest check and other screening reports.

I have the right to make a request to AmericanChecked, INC., by mail at 4870 South Lewis Avenue, Suite 120, Tulsa, Oklahoma, 74105; or by telephone at 800-975-9876, upon proper identification, to obtain copies of any reports furnished to the Diocese by AmericanChecked, INC., and to request the nature and substance of all information in its files on me at the time of my request, including the sources of information, and AmericanChecked, INC., on the Diocese's behalf, will provide a complete and accurate disclosure of the nature and scope of the report(s). American Checked, INC. will also disclose the recipients of any such reports on me which AmericanChecked, INC. has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request.

California, Minnesota and Oklahoma Applicants Only: Check box if you request a copy of any consumer report ordered on me.

I authorize AmericanChecked, INC. to conduct such reports about me and furnish the above-mentioned information to the Diocese for its use in determining my suitability as an employee and/or volunteer. If accepted as an employee and/or volunteer, I understand this disclosure and authorization shall remain on file and shall serve as an ongoing authorization for the procurement of such reports at any time during my employment and/or volunteer period. AmericanChecked's privacy policy may be viewed at their website: [www.americanchecked.com](http://www.americanchecked.com).

This disclosure and authorization is valid for all federal, state, county and local agencies, authorities, previous employers, military services and educational institutions.

By signing below, I certify that I have read and fully understand this disclosure and authorization, and prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this disclosure and authorization voluntarily and with the knowledge that the information being furnished could affect my suitability as an employee and/or volunteer.



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For Employees and Volunteers

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_

Print Your Full Name \_\_\_\_\_

Primary Location for Employment/Volunteer Services \_\_\_\_\_

Primary Location's City \_\_\_\_\_

Check All That Apply To You: Employee: Yes \_\_\_\_\_ No \_\_\_\_\_ Volunteer: Yes \_\_\_\_\_ No \_\_\_\_\_

For purposes of gathering this information, I agree to supply the information which may be required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purposes.

Print Any Other Names, Including Last Names, Used Within The Last 5 Years \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How Long Have You Been At Your Current Address \_\_\_\_\_

Print All Cities, States And Zip Codes Where You Have Lived During The Last 5 Years \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date Of Birth \_\_\_\_\_

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

Email Address (if you wish to be contacted this way) \_\_\_\_\_

Phone Number \_\_\_\_\_