



# DIOCESE of GAYLORD

## BACKGROUND CHECK AUTHORIZATION and RELEASE FORM

*(Please be sure to print clearly)*

Please submit a copy of your Driver's License or State ID for verification of your legal name.

**LEGAL Name (First, Middle, Last):** \_\_\_\_\_

**Any other name(s) (maiden and/or aliases). If none, please write "None":** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Date of birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Race:**  White  Black  Asian/Pacific Islander  Unknown/Other  American Indian/Alaska Native

**Sex:**  Female  Male

**Years residing in Michigan:** \_\_\_\_\_ **What years?** \_\_\_\_\_

**Best method to contact you:** \_\_\_\_\_

**Verification:**

- I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crimes nor am I under pending arrest or indictment for a crime.
- I have been convicted of, or pled guilty or nolo contendere (no contest) to or I am under pending arrest or indictment for the following crimes (describe the crime and list the particulars of the conviction here or on an attachment): \_\_\_\_\_

**Authorization and Release (Please read prior to signing)**

I understand and acknowledge that the Diocese of Gaylord or its parishes, including their schools, will conduct a background investigation in connection with a conditional offer of employment, contractual service or service in a volunteer capacity. These inquiries will be made according to applicable federal and state laws (e.g., see Section 3(a) of the National Child Protection Act of 1993) and according to the policies and practices of the Diocese of Gaylord. These inquiries may be repeated at the discretion of the Diocese or the related parish, including their schools, in which I am employed or serve on a contractual or voluntary basis in order to determine whether to terminate existing employment or contractual or voluntary service and/or to determine whether to allow me to continue to serve. I authorize any individual, private or public company, firm, corporation or public agency to disclose and otherwise provide any and all of the above-mentioned information, verbal or written, pertaining to me, to the Diocese of Gaylord or its parishes, including their schools, or their agents. I understand that my ethnicity, date of birth, gender and my age will not be made a part of my Employment, Contractual or Volunteer Application and that none of these four (4) items will be considered in the review of my Application. Further, a photocopy of this Authorization is deemed as valid as the original for purposes of conducting the necessary investigation.

For a background check that is fingerprint-based, I understand that, upon request, I am entitled to receive a copy of a background check report and may challenge the accuracy and completeness of the information contained in the report. Also, I understand that I may obtain a prompt determination as to the validity of such challenge before a final determination is made by the authorized State of Michigan agency. For a background check utilizing a company that is in the business of compiling background information, I understand that, upon request, I am entitled to receive a copy of the investigative report from the reporting company within sixty (60) days and may dispute the accuracy or completeness of the report. I further understand that the Diocese of Gaylord or its parishes, including their schools, may deny me unsupervised access to a child to whom it provides service prior to the completion of the background check and may take adverse action regarding my employment, contractual or volunteer services, potential or actual, after procurement of the above-mentioned information and report. I hereby release the Diocese of Gaylord, its parishes, including their schools, agents, employees, officials, representatives or assigns from any and all liability or damages of whatever kind, which may, at any time, result to me, my spouse (if any) my heirs, assigns, employees or agents in any way related to the information obtained as a result of this Authorization and Release. I understand the information received will be kept confidential and will be used only to determine my suitability to be employed by or provide contractual or volunteer services to the Diocese of Gaylord, and/or its parishes, including their schools.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Rev. 10/2021