# Reference and Background Check Disclosure and Authorization

The First Presbyterian Church and Society of Hays City, Hays Kansas conducts reference and background checks in evaluating and verifying qualifications for employment, modifying or continuing ongoing employment, entering into independent contractor relationships, screening volunteers for particular services, and related public safety and risk management assessments. The First Presbyterian Church and Society of Hays City, Hays Kansas or its agents may obtain background information, including criminal record history information, driving history, education, prior employment history, military service, professional licensure records, government records, credit standing, and other types of background information, from others as necessary to properly evaluate employees, applicants, contractors, and volunteers.

Any person who provides misleading, erroneous, or willfully deceptive information or who fails to reveal material information to the First Presbyterian Church and Society of Hays City, Hays Kansas will be eliminated from further consideration for employment, will be subject to termination of employment if employed prior to discovery, or may have any contract they have entered into with First Presbyterian Church and Society of Hays City, Hays Kansas terminated.

The Fair Credit Reporting Act gives you specific rights when third party consumer agencies provide these types of reports to the First Presbyterian Church and Society of Hays City, Hays Kansas. A separate document is enclosed summarizing those rights. Before making any decision which is based on the information contained in reports from a third party consumer agency, the First Presbyterian Church and Society of Hays City, Hays Kansas will provide you with a copy of the report and a written description of your rights under the Fair Credit Reporting Act.

# Use of Motor Vehicle Records and Criminal History Checks, if applicable

As part of its risk management process, First Presbyterian Church and Society of Hays City, Hays Kansas periodically checks the motor vehicle records of employees or volunteers who operate church vehicles. In addition, the First Presbyterian Church and Society of Hays City, Hays Kansas also reviews the motor vehicle records of individuals who are required to maintain a valid driver’s license as a condition of employment. In order to comply with state and federal law, the First Presbyterian Church and Society of Hays City, Hays Kansas is required to run a criminal history check for certain positions. These types of records are covered by the Fair Credit Reporting Act when obtained from a third party consumer agency.

# Employee, Applicant, and Volunteer Information

The information requested below is for the purpose of conducting the background investigation. It is the policy of the First Presbyterian Church and Society of Hays City, Hays Kansas not to discriminate against any employee, applicant, contractor or volunteer because of race, color, sex, religion or creed, age, disability, pregnancy, ancestry or national origin, genetic information, military status or membership or service in the military, or other legally protected status.

Name Last \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_First \_\_\_\_\_\_\_Middle

Other names used, past or present \_\_\_\_\_\_\_\_\_\_\_\_

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

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

Sex Date of Birth

Have you had any moving violations during the past three years? Yes No

If yes, please explain:

Have you ever had your driver’s license suspended or revoked? Yes No

If yes, please explain:

**Authorization**

I hereby authorize and request any present or former employer, school, law enforcement agency, state or federal agency, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agency having knowledge about me to furnish it to First Presbyterian Church and Society of Hays City, Hays Kansas or its designated representative with any and all background information in their possession regarding me, so that my employment or service qualifications may be evaluated and/or reassessed. I hereby relieve all agencies and individuals connected with this information from any claim or liability for providing this information. I also agree that a fax, digital image, or photocopy of this authorization with my signature shall have the same authority as the original.

By signing below, I certify (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true and accurate; (3) that any answers contrary to the truth may be grounds for dismissal or refusal to hire and that nothing has been withheld that would affect my employment and (4) that I have received the attached Summary of Your Rights and the Fair Credit Reporting Act.

Signature: Date: