The First Congregational United Church of Christ of Appleton, Wisconsin

Background check authorization

This form must be returned to First Congregational UCC's office seven (7) days prior to starting any commitment.

Name _____
Last First Middle

Address _____
Street City State Zip Code

Phone _____ Email _____

☐ I am an adult completing this for myself

☐ I am an adult completing this for a minor/another adult and am authorized to sign on their behalf.

I have never been convicted of, or pled guilty or no contest to, a crime. (Exclude convictions that have been sealed, expunged or legally eradicated, misdemeanor convictions for which probation was completed and the case was dismissed, or offenses about which inquiry is not permissible in this state.)

True ☐ Not True ☐

If not true, please briefly describe the nature of the crime(s), the date and place of conviction and the legal disposition of the case. The church will not deny its position to any applicant solely because the person has been convicted of a crime. The church, however, may consider the nature, date and circumstances of the offense, as well as whether the offense is relevant to the duties of the position.

Is there any fact or circumstance involving you or your background that would call into question your being entrusted with the responsibilities of the position for which you are applying?

Yes ☐ No ☐

If yes, please provide a brief explanation.

_____

_____

_____

_____

Covenant of Integrity: Commitment and Authorization Agreement for First Congregational UCC

The covenants between persons seeking employment with the church require honesty, integrity, and truthfulness for the health of the church. To that end, I attest that the information set forth in this application is true and complete. I understand that any misrepresentation or omission may be grounds for rejection of consideration for, or termination of, the position I am seeking to fill. I acknowledge that it is my duty in a timely fashion to amend the responses and information I have provided if I come to know that the response or information was incorrect when given or, though accurate when given, the response or information is no longer accurate.

Covenant of Integrity cont.

Beginning such relationships with an open exchange of relevant information builds the foundation for a continuing and healthy covenant between applicants and the church they seek to serve. To that end, I authorize First Congregational UCC or its agents to make inquiries regarding my character and qualifications, including all statements I have set forth above. I also authorize all entities, persons, former employers, supervisors, courts, law enforcement, and other public agencies to respond to inquiries concerning me, to supply verification of the statements I have made, and to comment on and state opinions regarding my background, character, and qualifications. To encourage such persons and entities to speak openly and responsibly, I hereby release them from all liability arising from their responses, comments and statements.

First Congregational UCC's authorized recruitment process involves the sharing of information regarding applicants with those persons in a position to recruit, secure and supervise both the position I am seeking to fill and program I am seeking to participate in. To that end, I authorize First Congregational UCC and its agents to circulate, distribute and otherwise share information gathered in connection with this application to such persons for these purposes. I understand that First Congregational UCC will share with me information it has gathered about me if I request it to do so.

If I am offered and accept employment with the church, I agree to comply with the accompanying Code of Conduct and SafeConduct™ policy, especially in reporting known or suspected child neglect or abuse and similar requirements. If requested to do so, I will cooperate with any church investigation of a possible violation of church policies and rules by providing complete and truthful information in an oral and/or written statement.

I acknowledge I have received and agree to implementing The Code of Conduct, part of First Congregational UCC's SafeConduct™ Policy and Procedure.

Printed Name _____

Signature _____ Date _____

For a complete version of the SafeConduct™ Policy, please visit www.uccappleton.org.

First Congregational UCC Background Investigation Disclosure and Authorization

In connection with my application for employment with First Congregational UCC, I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act will be requested from Protect My Ministry, Inc. ("Protect My Ministry"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources, such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks.

Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I serve as an employee, or volunteer, whichever is applicable, throughout the course of my service, as permitted by law and unless revoked by me in writing.

I understand that I have the right, upon written request made within a reasonable amount time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Protect My Ministry, Inc., 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618 or 1-800-319-5581.
For information about Protect My Ministry's privacy practices, see www.protectmyministry.com

Acknowledgement and Authorization

By signing below, I voluntarily and knowingly authorize First Congregational UCC or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of A Summary of Your Rights under the Fair Credit Reporting Act and certify that I have read this Disclosure and Authorization as well as the summary explaining my rights under the Fair Credit Reporting Act

☐ **Optional:** I wish to receive a copy of any consumer report on me that is requested.

☐ **Optional:** I have been explicitly asked and been delegated the responsibility of driving children and (or) vulnerable adults on behalf of First Congregational UCC for an authorized ministry program or event.

Signature _____ Date _____

Social Security Number _____ Full Date of Birth _____

Driver's license or State ID number _____ State issued _____

Please list other names you may have had **(including maiden name)**

_____

Previous states/countries of residence _____

For minor applicants

I, _____, the parent/guardian of the minor named above, hereby authorize and consent to the conducting of a background check as part of the volunteer and employment process. I understand that this may include verification of personal information, employment history, and criminal background as permitted by law. I release First Congregational Church and its representatives from any and all liability arising from the collection or use of such information for employment purposes.

Parent/Guardian signature _____ Date _____

Once this form has been submitted to Protect My Ministry by First Congregational UCC, those who will be working with children will automatically receive an email containing a link to the required training. Please be looking for an email message from Mobilize My Ministry.

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