

DISCLOSURE/AUTHORIZATION VOLUNTEER/EMPLOYMENT PURPOSES

WHO: Must complete this form?

Anyone at Christ The Rock Community Church (CTRCC), Menasha, WI who serves in a role that will require a background check. The roles which require a background check include but are not limited to: employment, volunteering directly with anyone under the age of 18, access to any part of any building, anyone handling or making decisions with finances, serving with maintenance, or driving a CTRCC owned vehicle.

Any questions regarding this form can be directed to Ann Meyers at the church office 920.730.8383 ext. 333 or ameyers@christtherock.org.

DISCLOSURE

In considering you for employment or volunteering and, if you are placed in a position - in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Christ The Rock Community Church, Inc. (CTRCC), may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as Background Investigative Bureau, LLC, Inc., etc.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before CTRCC can obtain a consumer report or investigative consumer report about you for volunteer or employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.



AUTHORIZATION

W6254 Hwy 10-114, Menasha, WI 54952

Formal First Name		M.I.		Last Name		Previous Last Names	
Address				City		St	Zip
Home Phone				Mobile		Work Phone	
Email				Best Way/Time to Contact you			
Date of Birth				SSN			
List all counties you have lived in the state of WI as an adult							
List all city and states you have lived in outside of WI as an adult							
<p>If there is anything more you would like to explain, including what may appear on your background check, please do so below.</p> <p>I have read and understand the foregoing Disclosure, and authorize Christ The Rock Community Church, Inc. (CTRCC) to obtain and rely upon consumer reports or any investigative consumer reports in considering me for volunteering or employment or if I am currently serving in either role, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize CTRCC to obtain any such reports and to share the information received with any person involved in determining the decision for me to serve in any role at CTRCC.</p> <p>I agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of CTRCC.</p> <p>I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on this form or any supplements to it and in any interviews will be sufficient grounds for any volunteering or employment roles at CTRCC and a summary of my discharge after being placed in one of these roles.</p>							
Signature				Date Signed			

Return completed form to Ann Meyers, Support Team at CTRCC.