



Authorization to Conduct Background Check

(PLEASE READ CAREFULLY BEFORE COMPLETING AND SIGNING)

Position for Which this Person is Applying: _____ Paid _____ or Voluntary _____

Congregation or Institution Served: _____ City _____

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

Printed Full Name of Applicant:

_____ Last _____ First _____ Middle _____

Other names you have used, including maiden name and the date(s) your name(s) changed: _____

Social Security #: _____ - _____ - _____ Your Date of Birth: _____
(Month/Day/Year)

Driver's License # _____ State of Issuance _____

List all your residential addresses for the past seven (7) years, starting with your present address:

Street Address	City	State	County	Zip Code	From Mo/Yr	To Mo/Yr

Have you ever been convicted of a crime (other than minor traffic offenses)?` Yes___ No___

If Yes, please explain charges: (Use an additional sheet of paper if necessary) _____

In What State, What County, and What Year did these convictions occur? _____

I authorize the Episcopal Diocese of Michigan and/or its designated agents to investigate my background as part of my application for employment, appointment, or a volunteer position. This may include information contained in public records which could include credit history, criminal files at the county, state, and federal jurisdiction levels, motor vehicle records, and investigations of employment history and performance and educational credentials. I hereby release all persons, companies or corporations furnishing such information from liability and responsibility. A copy of this document can be substituted for the original. This document shall be valid for a period of 1 (one) year from the date of my signature.

Signature of Applicant _____ Date ____/____/____

Keep Original on file & fax or mail copy to the Office of the Bishop (fax # 313-831-2155)

Diocesan Office Use: CR/Reg. MVR CB Oxford