

VOLUNTEER PRE-SERVICE APPLICANT RELEASE STATEMENT

This document is to be completed by applicants for certain volunteer positions. The positions that are subject to background checks have been determined by Divine Mercy Catholic Church. This release is required to assess the volunteer's fitness for service. The background check process is used to help the churches, schools, and organizations within the Archdiocese of Saint Paul and Minneapolis provide a safe and secure environment for children, youth, young adults, and vulnerable adults who participate in our programs and use our facilities.

I, _____, hereby authorize Divine Mercy Catholic Church and/or The McDowell Agency, Inc. to make an independent investigation of state and county criminal records for any evidence of convictions, social security records for a listing of employment and residence locations and the sexual offender database and of my Credit Report and/or my Driver's Record if checked (by the parish/school/institution) and initialed (by the volunteer) below.

Credit Report _____

Driving Record _____

I authorize all persons, schools, companies, corporations, state agencies, federal agencies, and law enforcement agencies to release such information without restriction or qualification to Divine Mercy Catholic Church and/or The McDowell Agency, Inc. I hereby release Divine Mercy Catholic Church and The McDowell Agency, Inc. from any liability arising from the preparation of this report or investigation relating thereto. I agree that failure to reveal any requested information, or the giving of any false or misleading information on this form or any application form, may be grounds for refusal enlist my services and negate any present or future volunteer or employment possibilities with this, or any other organization affiliated with the Archdiocese of Saint Paul and Minneapolis. Furthermore, I understand that any offer that has been made to me for the use of my volunteer services with Divine Mercy Catholic Church is contingent upon full disclosure of requested information and subject to personal reference checks. I understand that the results of said background check may disqualify me from volunteering at Divine Mercy Catholic Church and that any offer I have received is contingent upon this report and may be rescinded at any time as a result of findings deemed essential by Divine Mercy Catholic Church. I understand that this release is valid for the duration of my service and that Divine Mercy Catholic Church or The McDowell Agency, Inc. (at Divine Mercy Catholic Church's request) may choose to investigate my background at any time during the term of my service.

I have read and understand the terms of this authorization and agree to the terms stated herein. A photocopy or facsimile of this authorization will be treated the same as an original.

1. Print Name _____

2. Social Security Number ____-____-____

3. Date of Birth ____/____/____

Signed _____

Date ____/____/____

Volunteer Pre-Service Questionnaire

Please answer all questions. Failure to answer any questions or incomplete information on this form is grounds for immediate termination or disqualification from volunteering at Divine Mercy Catholic Church or any other entity affiliated with The Archdiocese of Saint Paul and Minneapolis.

PLEASE PRINT LEGIBLY

- 1) Legal Name: _____
First *Middle* *Last*
- 2) Date of Birth: ____/____/____ 3) Social Security Number: ____-____-____
- 4) Do you have a valid Drivers License? Yes No State _____ Number _____
- 5) Please list all addresses of residence/employment for the past seven years:

Current Home Address:	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>
Current Employer's Address:	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>
Past Employment/Home Address	<i>Street</i>	<i>Apt</i>	<i>City</i>	<i>County</i>	<i>State</i>

- 6) Have you used any other names in the past seven years? Yes No

<i>Name Used</i>	<i>Dates Used</i>	<i>City</i>	<i>State</i>
<i>Name Used</i>	<i>Dates Used</i>	<i>City</i>	<i>State</i>

- 7) Have you ever been convicted of a crime? Yes No If yes, please complete 7A

7A)

<i>Date</i>	<i>Offense</i>	<i>City</i>	<i>County</i>	<i>State</i>
<i>Date</i>	<i>Offense</i>	<i>City</i>	<i>County</i>	<i>State</i>

If additional space is required please attach an additional sheet with the information required in 7A.

The above information is true and correct to the best of my knowledge. By signing below, I give Divine Mercy Catholic Church, The Archdiocese of Saint Paul and Minneapolis, The McDowell Agency, Inc. and their Agents permission to perform an investigation into my background. If accepted for enlistment as a volunteer with Divine Mercy Catholic Church this authorization is valid for the duration of my service.

Signed

Date

**NOTICE & DISCLOSURE TO VOLUNTEER
REGARDING THE OBTAINING OF A CONSUMER REPORT**

In connection with your application for volunteering with Divine Mercy Catholic Church, we may obtain a consumer report on you as part of the process of considering your candidacy as a volunteer. In the event that any information obtained from the report is used in whole or in part in making an adverse decision with regard to your fitness for becoming a volunteer, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law (Summary of Your Rights).

Please also be advised that we may also obtain an investigative report including but not limited to information about your criminal record. Please be advised that you have the right to request in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights in the Summary of Rights provided to you at this time.

By your signature below, you hereby authorize us to obtain a consumer report about you in consideration for volunteering with Divine Mercy Catholic Church.

Applicant's Name: _____
(Please Print)

Applicant's Address: _____

City/State/Zip Code: _____

Social Security Number: _____

Signature: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these

offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

Type of Business:	Contact
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051