

APPENDIX III

Employment / Volunteer Inquiry Release

In conjunction with my application for employment or volunteer service with the Diocese of Madison, Wisconsin (Diocese), I understand that you intend to hire SELECTiON.COM® to obtain Consumer Reports and / or Investigative Consumer Reports (Reports) about me as defined in the federal Fair Credit Reporting Act (FCRA). These Reports may include information concerning my academic background, character, credentials, credit capacity, credit standing, credit worthiness, general reputation, mode of living, personal characteristics, reasons for work termination, work experience, work habits and / or work performance. You may also seek information concerning my civil litigation history, criminal record, educational background, employment history, motor vehicle record, and / or worker's compensation history.

I understand that you may rely on the information contained in these Reports in determining whether to extend an offer of employment or volunteer service to me or maintain my employment status as a volunteer with you. If you contemplate making an adverse employment-related decision that will affect me based, in whole or in part, upon a Report obtained from SELECTiON.COM®, I will receive a copy of the Report and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, SELECTiON.COM® or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. This authorization shall remain on file and be valid for the duration of my employment / volunteer service with you. It shall serve as an ongoing authorization for you to obtain Reports about me from SELECTiON.COM®. A photocopy or facsimile of this authorization shall be as valid as the original.

Signature: _____ **SSN (Last 4):** _____ **Date:** _____

Notice to California Residents:

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Fastrax™ during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Fastrax™ to determine with reasonable certainty that you are the subject of the report. Fastrax™ is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.

Requesting a Copy of your Background Check:

If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you. You may review any reports by calling 800-325-3609 between the hours of 8am - 5pm Eastern Time

By checking this box, I request to receive a free copy of any consumer report ordered on me.

Email Address: _____

**Above document is from Fastrax. After creating an account in Virtus Online, you will be prompted to go to www.fastraxselect.com through a link within your account. Fastrax is the provider for background, credit and motor vehicle checks for the Diocese of Madison.*