



Background Check Consent

I understand that as a condition of my consideration for employment with the above named parish or Catholic school in the Diocese of Austin, the diocese may obtain a consumer report that includes, but is not limited to, my creditworthiness or similar characteristics, employment and education verifications, social security verification, criminal, and civil history, personal interviews, any other public records and any other information bearing on my credit standing, credit capacity, character, general reputation, personal characteristics and trustworthiness.

I hereby authorize and consent to the Diocese of Austin's procurement of such a report. I understand that, pursuant to the federal Fair Credit Reporting Act, the Diocese of Austin will provide me with a copy of any such report if the information contained in such report is, in any way, to be used in making an adverse decision regarding my fitness for employment with the Diocese of Austin. I further understand that the name and address of the reporting agency that produced the report used in making and adverse decision will also be provided.

Furthermore, I authorize the diocese to re-run the background check every three years per diocesan Ethics and Integrity in Ministry policies.

If I am not selected as a candidate for employment by the above-named parish or Catholic school, I understand that this document will be shredded once the candidate selected for the position is hired. If I am selected for hire, I will be contacted to provide the following information needed to complete the Consumer Credit Report, and this consent document will become a part of my personnel file.

1. Legal name and any previous names used
2. Date of birth
3. Last 4 digits of social security number
4. Current city/state of residence (and any others during the past ten years)
5. Driver's license number and state of issue
6. Has applicant ever submitted a Diocese of Austin EIM Application for Ministry?

I believe to the best of my knowledge that all information I have provided is accurate, true and correct and that I fully understand the terms of this release.

Name (print)

Signature

Date



Diocese of Austin

Office of Ethics and Integrity in Ministry

The Background Check Worksheet is to be completed by the **principal or the EIM site administrator**, NOT the candidate. The principal or EIM site administrator should **FAX** the completed Background Check Worksheet only to the EIM Office. Do not fax the Consent form or use a fax cover page.

School name and city: _____

Principal name: _____

Principal email address: _____

EIM site administrator name: _____

EIM site administrator email address: _____

DATE DO NOT HIRE REGISTRY CHECK WAS COMPLETED: _____

Background Check Worksheet

Candidate Information – print legibly, using dark ink

Legal name: _____

All previous names used: _____

City/State applicant currently resides in: _____

Has candidate lived outside of Texas in the last 10 years? Yes _____ No _____

If yes, what state(s)? _____

Last 4 digits of Social Security Number: _____ **Date of Birth:** _____

Driver's License: State: _____ **Number:** _____

Has candidate ever submitted an EIM Application for Ministry for the Diocese of Austin?

Yes _____ No _____

Fax to: 512-949-2529 OR call the EIM Office at 512-949-2447 if Fax not available.

OR

Mail to: EIM Office . 6225 E US 290 HWY SVRD EB . Austin, TX 78723

SEPTEMBER 2020