



EMPLOYMENT SCREENING RESOURCES®

FCRA Certifications for Employment-Purpose Background Check

Diocese of Sioux City

With regard to the consumer report and/or investigative consumer report you are ordering from Employment Screening Resources on

you, the "End-User", certify as follows:

PRINTED FIRST NAME

PRINTED LAST NAME

- i. A clear and conspicuous disclosure has been made in writing to the consumer by End-User (in a document that consists solely of the disclosure) stating that a consumer report and/or investigative consumer report may be obtained for employment purposes. The disclosure further stated that an investigative consumer report will have information bearing on the consumer's character, general reputation, personal characteristics, and mode of living, whichever are applicable. The disclosure also stated that the consumer has a right to request additional disclosures as to the nature and scope of the investigation, and that the consumer can exercise this right by making a written request to End-User within a reasonable period of time after the receipt of the disclosure;
- ii. End-User has provided the consumer an up-to-date copy of the federal notice entitled "A Summary Of Your Rights Under The Fair Credit Reporting Act"; and
- iii. The consumer has authorized in writing the procurement of the consumer report that is being ordered;
- iv. End-User has provided a written disclosure to the consumer that an investigative consumer report about him or her may be obtained.
- v. If a consumer requests information as to the nature and scope of Employment Screening Resources' investigation, End-User will comply with the requirements set forth in Section 606(b) of the Fair Credit Reporting Act
- vi. Information from the report to be provided by Employment Screening Resources will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law; and
- vii. If applicable, End-User will comply with the adverse action requirements described in Section 604(b)(3) of the Fair Credit Reporting Act, as well as any other pertinent adverse action requirements.

End-User makes the above certifications.

THIS FORM MUST ACCOMPANY THE ATTACHED NOTICE, DISCLOSURE AND AUTHORIZATION DOCUMENTS FOR THE BACKGROUND CHECK TO BE PROCESSED.



EMPLOYMENT SCREENING RESOURCES®

DISCLOSURE of BACKGROUND INVESTIGATION

In conjunction with your (a) application for employment, and if you are hired, at any time during your employment, your promotion, reassignment, or retention; (b) volunteer position; (c) work to be performed under contract or third- party assignment; and/or (d) qualifying for a business transaction ("Engagement"), **Diocese of Sioux City** ("Company") will use the services of an outside consumer reporting agency and may obtain a "consumer report" or "investigative consumer report" (collectively, "background reports") about you, including information relating to your work history and qualifications, personal background, character, general reputation, personal characteristics, professional standing, and/or mode of living. This agency will provide a written report of its findings to Company. Company uses Employment Screening Resources ("ESR"), a consumer reporting agency, to perform its Engagement-related background investigations.

ESR collects various types of information to prepare background reports that may include, but are not limited to, domestic and international: criminal records, civil records, sex offender databases, employment records, education records, professional credential and license records, department of motor vehicle records ("driving records"), military records, credit reports, professional and personal references, government sanctions and exclusions databases, drug and occupational health screening results, and where it applies to the position; DOT regulated employer records in compliance with 49 CFR 382.413 and/or Pilot Records Improvement Act records in compliance with 14 CFR parts 121, 125 and 135.

You may request more information about the nature and scope of any investigative consumer reports by written request to: Diocese of Sioux City

If this box is checked, the report being procured by Company will contain a credit report to be delivered in a State that restricts the use of credit information for employment purposes. The procurement of this credit report is permitted because you are being considered for the following position or role:

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

--	--	--	--	--	--	--	--

Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK



EMPLOYMENT SCREENING RESOURCES®

RIGHTS and ACKNOWLEDGMENTS

Your Rights under Federal Law

I understand that I have the right, upon written request made within a reasonable time after receipt thereof, to request disclosure of the nature and scope of any investigative consumer report. The nature and scope of the most common form of investigative consumer report related to Engagement is investigation of employee performance, and/or personal and professional references. I may review or obtain a copy of any report(s) about me prepared by ESR by mail or in person as provided by federal law. ESR may be contacted by writing to Employment Screening Resources (ESR), 7110 Redwood Blvd., Suite C, Novato, CA 94945 or by calling 888-999-4474. You will find information about ESR's privacy practices at <http://www.esrcheck.com/Privacy-Policy/>.

I have been provided with a copy of "A summary of Your Rights under the Fair Credit Reporting Act", and I have been advised that I should read, keep and refer to this important information.

Your Rights under State Law

State of Washington applicants and employees only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.

Massachusetts and New Jersey applicants, employees, and residents only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by directly contacting the consumer reporting agency identified above.

New York applicants, employees, and residents only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by directly contacting the consumer reporting agency identified above.

California, Minnesota and Oklahoma applicants, employees or residents: Please check this box if you would like to receive a free copy of a consumer report if one is obtained by the Company.

New York applicants, employees or residents: I acknowledge receipt of Article 23-A New York Correction Law.

California applicants, employees or residents: I acknowledge receipt of the "NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW".

Employees working in San Francisco City or County. I acknowledge receipt of Employee Rights under San Francisco Police Code Article 49.

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

--	--	--	--	--	--	--	--

Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK



EMPLOYMENT SCREENING RESOURCES®

AUTHORIZATION AND CONSENT TO BACKGROUND INVESTIGATION

By signing my name below, I hereby agree, authorize and consent to the (a) the preparation of consumer reports and investigative consumer reports ("background reports") about me by Employment Screening Resources (the "Agency" or "ESR"), a consumer reporting agency, as described in the Disclosure of Background Investigation, and (b) procurement of background reports about me by **Diocese of Sioux City** ("Company"), which I understand may contain information about my character, general reputation, personal characteristics, and/or mode of living.

I authorize, subject to any applicable laws protecting my privacy, any local, state, federal or international law enforcement agency; public or private agency; administrator; public or private institution, public or private school or university; information services bureau; employer; insurance company; credit bureaus; or any other party holding information under my name to furnish any and all background information requested by ESR for the purpose of providing background reports to Company. I acknowledge the information that can be disclosed to the Agency, if and as allowed by law, includes, but is not necessarily limited to, information concerning my employment and earnings history, education, motor vehicle history, criminal history, professional credentials and licenses.

I agree, authorize and consent to the release and disclosure of any and all information about me by ESR to Company, and where Company is pursuing my direct or temporary Engagement with a third party, Company may provide that third party with a copy of my Report.

This authorization electronically or physically signed by me shall be valid from the date of execution and throughout any subsequent association with Company as allowable by law. I agree that a copy of this document by fax or other electronic means shall be as valid as the original.

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

--	--	--	--	--	--	--	--

Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK



EMPLOYMENT SCREENING RESOURCES®

PERSONAL INFORMATION

IN ORDER TO VERIFY MY IDENTITY FOR THE PURPOSES OF BACKGROUND IDENTIFICATION, I AM VOLUNTARILY RELEASING MY DATE OF BIRTH, SOCIAL SECURITY NUMBER AND THE OTHER INFORMATION BELOW FOR MY OWN BENEFIT AND FULLY UNDERSTAND THAT ALL ENGAGEMENT DECISIONS ARE BASED ON LEGITIMATE NON-DISCRIMINATORY REASONS.

[Grid for First Name]

First Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

[Grid for Middle Name or Initial]

Middle Name or Initial

[Grid for Last Name]

Last Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)

[Grid for Date of Birth]

Date of Birth (MMDDYYYY)

[Grid for Other Names Known By]

Other Names Known By

Male

Female

[Grid for Social Security Number]

Social Security Number

[Grid for Driver's License Number]

Driver's License Number (No Dashes - Format as Shown on License)

[Grid for State]

State

[Grid for Current Address]

Current Address

[Grid for Apt. #]

Apt. #

years at this address

[Grid for City]

City

[Grid for State]

State

[Grid for Zip Code]

Zip Code

[Grid for Area Code and Daytime Phone Number]

Area Code

Daytime Phone Number

[Grid for Area Code and Evening Phone Number]

Area Code

Evening Phone Number

[Grid for My Designated Email Address]

MY DESIGNATED EMAIL ADDRESS TO SEND ME NOTICES AND OTHER COMMUNICATIONS REGARDING MY BACKGROUND CHECK

MAY WE CONTACT YOUR "CURRENT EMPLOYER"? YES YOU MAY CONTACT THEM NO DO NOT CONTACT THEM

PLEASE PROVIDE ALL OTHER RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS

mm/yy mm/yy

[Grid for Street, Apt.#, City, State]

Street Apt.# City State

[Grid for Zip Code, From, To]

Zip Code From To

[Grid for Street, Apt.#, City, State]

Street Apt.# City State

[Grid for Zip Code, From, To]

Zip Code From To

[Grid for Street, Apt.#, City, State]

Street Apt.# City State

[Grid for Zip Code, From, To]

Zip Code From To

[Grid for Street, Apt.#, City, State]

Street Apt.# City State

[Grid for Zip Code, From, To]

Zip Code From To

[Grid for Signature]

Signature

[Grid for Today's Date]

Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.
DO NOT ATTACH TO OTHER PAPERWORK