

INFORMATION REQUIRED FOR CRIMINAL BACKGROUND CHECK

Please type or legibly print one form per individual and mail to:

Safe Environment Program Coordinator
Diocese of La Crosse
3710 East Avenue South, PO Box 4004
La Crosse, WI 54602-4004
Fax: 608-791-0165

Printed Legal Name: _____

Last

First

Middle

Signature (**required**): _____

Home Address: _____

City/State/Zip: _____

States of Former Residency: _____

Gender: M / F

Race: _____

Date of Birth: ____/____/____

SSN: _____ - _____ - _____

Other Names Used: _____

(Maiden, alias, nickname, etc.)

Please specify if this is an initial background check _____ or a renewal _____.

Is this position paid _____ or volunteer _____? Will this individual be responsible for transporting children? Yes ____ No ____.

Position (check one from either school or parish – if “Other” is selected, a description **must** be provided):

CATHOLIC SCHOOLS

____ Administrator

____ Teacher

____ Teacher Aid

____ Sub Teacher

____ Day Care

____ Coach

____ Support Staff

____ Other [_____]

Description of Position/Duties

PARISHES

____ DRE/CRE

____ Catechist

____ Support Staff

____ Clergy

____ Other [_____]

Description of Position/Duties

Your signature above indicates the following:

- You authorize, without reservation, the Employer* to obtain from a third party a background check report, also referred to as a consumer report, which may include, among others, criminal records, Social Security traces, governmental records, driving history reports, etc., and that any such information may be used for consideration in connection with your application for a(n) volunteer/employment position;
- You authorize ongoing procurement of any records or information, reports and records at any time during your relationship with Employer to the extent allowed by law;
- You authorize the use of a fax, e-mail, or photocopy of this authorization as having the same authority as the original;
- You have read and fully understand this authorization.
- You certify that all the information you have provided on this form is true, complete, correct and accurate; and
- You certify you have received, reviewed and understand the “Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)” which is published by the Federal Trade Commission to help you know your rights, which may be found at: www.dioc.org/safe-environment/library/

Parish/School

City/Unified System

Parish/School Contact Person

Contact Phone Number