

DIRECTIONS FOR BACKGROUND CHECKS:

Beginning July 1, 2014: Anyone applying for a background check must fill out:

- Two (2) page Hyden & Associates application forms
- Disclosure sheet: this is part of the application and must be filled out and signed and attached to the application forms. This form is for volunteers as well as employees.
- All three (3) pages must be sent to Hyden for processing. The application will not be processed without the Disclosure sheet.

- The FCRA summary is for your information and records. Do not mail this to Hyden. The Diocese of Wilmington is required by law to provide this information for anyone who applies for a background check. A background check is NOT a credit check.
- There are no separate renewal forms. To renew use the 2 page application forms and disclosure sheet.
- A \$30 fee should accompany the materials unless directed otherwise.

If you have questions you can e-mail Sr. Carroll Juliano, Coordinator of Safe Environments at cjuliano@cdow.org

**DISCLOSURE TO EMPLOYMENT APPLICANT
REGARDING PROCUREMENT OF A
CONSUMER REPORT**

The Catholic Diocese of Wilmington may procure a consumer report (background check) on you.

- Background checks may be conducted as part of the process of considering your candidacy as an employee / volunteer in connection with your application.

- Background checks may also be conducted any time during your tenure as an employee / volunteer.

In the event that the information from the consumer report is utilized in whole or in part in making an adverse decision with regard to your potential employment, 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.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the accompanying document entitled: A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

This report will be processed by:

Hyden & Associates
P.O. Box 268
Georgetown, DE 19947
o. 302-337-0548
f. 302-337-8730

By your signature below, you hereby acknowledge receipt of this disclosure. Your signature also authorizes the report(s) to be obtained both now and during your tenure as an employee or volunteer.

Applicant's name: _____ Date _____ / _____ / _____

Signature: _____



BACKGROUND SCREENING AUTHORIZATION

Diocese of Wilmington

CHARTER _____ - _____ - _____

THIS FORM + \$30 FEE SHOULD BE MAILED TO HYDEN & ASSOCIATE, INC., PO BOX 268, GEORGETOWN, DE 19947

NOTIFICATION: An investigation will be conducted of all information provided in this two page form. By initialing this notification, you indicate you understand the results of this investigation will be considered along with other information in making a decision regarding your suitability as a volunteer or employee and that **providing inaccurate information or lack of candor may be a basis for refusal.**

_____, INITIALS _____ DATE _____

RELEASE: I hereby authorize, without reservation, any court, information service bureau, school, employer or reference contacted by Hyden & Associates or their authorized agents, to furnish the information described above. I intend this to be a legally binding release, which I have read and understood. I understand I may consult with an attorney before signing this two page document.

_____/_____/_____
Signature Date

SECTION I: BACKGROUND

The following information is required by courts/other entities only for positive ID purposes when checking public records. Section I is kept **confidential** and will not be used for any other purposes. This section will be securely maintained by Hyden & Associates **ONLY**.

1. PERSONAL INFORMATION

PRINTED NAME (Last) (First) (Middle)

DOB ____ - ____ - ____ SS # ____ - ____ - ____ DL # / STATE _____ GENDER: M / F
Month Day Year

CURRENT ADDRESS: _____ CITY / STATE _____

SPOUSE NAME: _____ DATE MARRIAGE: _____

E-MAIL ADDRESS: _____ @ _____ PHONE / CELL _____

CURRENT EMPLOYER: _____ WK PHONE: _____

EMPLOYER ADDRESS: _____ CITY / STATE _____

2. RESIDENTIAL HISTORY

List previous addresses for the past ten years. Also tell us about **any other names** you may have used (**maiden / other names**) and dates used

From (Date) To (Date) Street, City, State Other name used, if any

3. COURT INFORMATION

Criminal cases / convictions DO NOT automatically disqualify you.

Have you been arrested or charged with a crime or DUI in the past 7 years? (Circle one) YES NO

Have you ever been convicted of a crime or a DUI? (Circle one) YES NO

If you have answered yes, provide information below (use back of page if more space is needed :

Date	City/State	Charge	Disposition / Outcome
_____	_____	_____	_____
_____	_____	_____	_____

PRINTED NAME (Last) (First) (Middle)

SECTION II: PARISH

The following information will be maintained by the parish in which you are volunteering

Parish in which you are registered: _____

Parish / school in which you wish to volunteers: check if same as above / other: _____

List all other churches you have attended / been involved with during the last seven years:

Church / Activities Involvement From – To

Have you ever been dismissed or suspended from any activity, program, project or event providing services to youth (sports, scouts, etc)? YES NO

If you answered "yes" please explain what occurred: _____

SECTION III: ADDITIONAL INFORMATION

Activity for which you wish to volunteer. Check as many as are applicable:

School Parish Youth Ministry (includes athletics / scouting) Parish Religious Education

Other – specify: _____

SECTION IV: DRIVER'S LICENSE INFORMATION

If your volunteer activities involve driving young people, the following information is required. All coaches and youth ministry volunteers are required to complete this section and section V. check if driving not involved - you do not need to fill out section IV or V

Name on Driver's License: Name same as above / other: _____

Address in Driver's License: _____

Driver's License number: _____ State issued: _____ Expiration Date: _____

Has your driver's license ever been suspended? YES NO Has your driver's license ever been revoked? YES NO

If yes, please explain: _____

SECTION V: VEHICLE INFORMATION – VEHICLE WHICH WILL BE USED

If your volunteer activities involve driving young people, the following information is required. All coaches and youth ministry volunteers are required to complete this section. If more than one vehicle is to be used, this information must be provided for each vehicle.

Year / Make / Model _____ / _____ / _____ State / License Plate #: _____ / _____

Owner name / address: _____

Name insurance company: _____

Policy #: _____ Policy expiration date: _____ / _____ / _____

NOTIFICATION: By initialing this notification, you indicate you understand providing inaccurate information or lack of candor may be a basis for refusal. _____ INITIALS _____ DATE

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

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.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

- **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 identity 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, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore 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.consumerfinance.gov/learnmore.

- **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 1-800-XXX-XXXX.

- **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.consumerfinance.gov/learnmore.

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. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1. a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates. b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, NW Washington, DC 20552 b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, NE Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>