

# Archdiocese of Detroit Church Personnel / Volunteer Criminal Background Check Disclosure and Authorization Form

Drop off or mail in completed form to:

St. Anastasia, **ATTN: Safe Env (M. Brani)**, 4571 John R, Troy MI 48085

**Hiring Entity Name/Address: St. Anastasia Catholic Church, 4571 John R Rd, Troy MI 48085**

As a church, we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. The Archdiocese mandates that criminal history background checks be conducted for all Church personnel and Volunteers who may have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all—and return this form to the parish listed above.

<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Phone Number</u> (   )   -	<u>*Date of Birth</u> / /
<u>Known by other name(s)? (Maiden Name / Previous Names or Aliases used)</u>			<u>Email Address</u>	
<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>How many years in Michigan?</u> <small>(if less than 7 years in Michigan, write in previous addresses below)</small>
<u>Use this space to write in previous addresses if you have lived in Michigan for less than 7 years: (enhanced CGC required)</u>				
From _____ to _____: _____				
From _____ to _____: _____				
<u>*Race</u>	<u>*Sex</u> <input type="checkbox"/> Male <input type="checkbox"/> Female		<b>* NOTE:</b> Date of birth, sex and race are requested only for the purpose of identification in obtaining accurate retrieval of records.	

**Disclosure/Authorization:**

The Archdiocese of Detroit hereby discloses and I understand that consumer reports and/or investigative consumer reports on my background may be made on me, to assess me in connection with hire or initial assignment, promotion or reassignment or retention. These reports may be obtained before initial hire or assignment or during my employment or assignment and may consist of a criminal history background check, driving record, education verification, employment verification, credit check, and/or personal references using the services of the Archdiocese of Detroit /Department of Human Resources and/or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to work at the AOD, or volunteer for the above noted entity.

I authorize the Archdiocese of Detroit or a designated consumer reporting agency to obtain the information and authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conducting the necessary investigation.

In addition, I agree to abide by the policies, procedures and code of conduct that currently exist or may be amended in the future.

\_\_\_\_\_  
Signature of Volunteer / Church Personnel

\_\_\_\_\_  
Date

Which ministries are you volunteering for? \_\_\_\_\_