

## Application

**Application:** You are applying to serve as a primary worker in a program subject to the Child Protection Policy of the Seventh Day Baptist General Conference, USA & Canada, Ltd.

In order to qualify to serve as a primary worker, you must provide the information requested on this form, a separate Disclosure form, and a Background Check Authorization form. This Application and the accompanying forms notify you that we will perform a criminal background check as part of our screening process.

In addition, we require one positive recommendation from a responsible source in your local church (pastor, church moderator, chair of the diaconate, etc.) and one person who will serve as a reference for you. The person providing the recommendation may be the same person who provides the reference check.

**Application information:** Please Print

Name:			/ /
First	Middle ([ ] none)	Last	Date of Birth (mm/dd/yyyy)

Mailing Address:	
Email:	
Phone we should use:	
Cell Phone (for on-site use):	

Membership (Conference church where you are a member):	
Recommender (which church leader will recommend you):	
Reference:	
Reference contact information (we prefer phone or email):	

By signing below, I agree to have the Seventh Day Baptist General Conference contact my church, recommender, and reference as needed to verify my qualification, ability, and fitness to serve in a program subject to the Seventh Day Baptist General Conference Child Protection Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Disclosure

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We (The Christian Education Council of the Seventh Day Baptist General Conference of the USA & Canada, Ltd.) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes and/or volunteer service. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports will include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is backgroundchecks.com ("BGC"). BGC's address is P.O. Box 353, Chapin, SC 29036. BGC's telephone number is (866) 265-6602. BGC's website is [www.backgroundchecks.com](http://www.backgroundchecks.com).

To prepare the reports, BGC will investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

You may inspect BGC's files about you (in person, by mail, or by phone) by requesting to view the files and providing identification to BGC. If you do, BGC will provide you help to understand the files, including trained personnel and an explanation of any codes. Another person may accompany you by providing identification.

If BGC obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

Do not attach this document to, or include it in, an employment application or any other document

# BACKGROUND CHECK AUTHORIZATION

This information sheet will be forwarded to backgroundchecks.com who will coordinate the background check. The following information is necessary to perform an accurate background check.

(Please print legibly)

Name \_\_\_\_\_  
Last First Middle

Social Security Number \_\_\_\_\_ Birth Date \_\_\_\_\_

Place of Birth \_\_\_\_\_  
City and State

Other Names and/or Aliases (list all) \_\_\_\_\_

Current Driver's License: State \_\_\_\_\_ Number \_\_\_\_\_

Other State Driver's Licenses Held in the Previous Five (5) Years:

\_\_\_\_\_

Current and Former Addresses for the Previous Five (5) Years

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you currently employed?  Yes  No If yes, where:

\_\_\_\_\_

Please Identify Any Employment From the Previous Five (5) Years that Ended in Your Termination or Resignation in Lieu of Termination.

\_\_\_\_\_  
\_\_\_\_\_

## **Criminal History:**

Have you been arrested or convicted of a felony or any offenses involving moral turpitude including, but not limited to, theft, attempted murder, rape, or offenses involving a minor?

Yes  No

Have you ever been arrested or convicted of a felony, misdemeanor or other offense excluding minor traffic citations (i.e. speeding or parking)?  Yes  No

Has any court ever received a plea of guilty or a plea of no contest from you or deferred further proceedings without entering a finding of guilty and placed you on probation for any offense involving moral turpitude?  Yes  No

Did you have any criminal cases pending?  Yes  No

If you answered yes to any questions in this section, please explain in full, (attach pages if needed)

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Being convicted of a crime is not an automatic bar to being approved. The General Conference will consider the nature of the offense, the date of the offense, and the relationship between the offense and the tasks you are being asked to perform, as well as to adhere to any applicable law governing the use of criminal arrest record/conviction record in regard to such decisions.

**AGREEMENT AND AUTHORIZATION:** Please read carefully before signing

I certify that the answers given by me to all the questions on this form are to the best of my knowledge and belief, true and correct. I have not knowingly withheld any pertinent facts or circumstances. I understand that any omission or misrepresentation of facts in this application may result in refusal of or separation of my duties upon discovery thereof.

By signing below, you authorize: (a) backgroundchecks.com ("BGC") to request information about you from any public or private information source; (b) anyone to provide information about you to BGC; (c) BGC to provide us (The Christian Education Council of the Seventh Day Baptist General Conference of the USA & Canada, Ltd.) one or more reports based on that information; and (d) us to share those reports with others for legitimate business purposes related to your employment. BGC may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources. You acknowledge receiving the Federal Trade Commission's "Summary of Your Rights under the Fair Credit Reporting Act." You acknowledge that a fax, image, or copy of this authorization is as valid as the original. You make this authorization to be valid for as long as you are an applicant or employee with us.

The Federal Trade Commission provides a summary statement of your rights on its website at [www.ftc.gov/credit](http://www.ftc.gov/credit). This summary is attached. If you are a New York applicant, a disclosure of New York's law on the use of criminal records is attached. By signing below, you acknowledge receipt of these documents.

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Applicant Signature

Date