

Catholic Charities of Idaho

CRIMINAL BACKGROUND CHECK Permission to Procure an Investigation Report

CCI Employees, Volunteers & Contractors

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

Please type or print legibly

Name: _____
FIRST MIDDLE LAST

Address: _____

City: _____ State: _____ Zip: _____

Please list other names/alias used and dates of name change (including maiden name):

FULL NAME DATE

FULL NAME DATE

FULL NAME DATE

Date of Birth: ____/____/____ Social Security Number: ____/____/____

Phone Number: ____/____/____ Cell Number: ____/____/____

E-Mail Address: _____

RESIDENCES: If you have lived in a state other than Idaho in the past 10 years, please list the following information, including the years in which you lived there. *Please continue on a separate sheet of paper if more room is needed.*

State: ____ City: _____ County: _____ Years: ____ to ____

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State: ____ City: _____ County: _____ Years: ____ to ____

*Has the applicant ever been convicted of a crime involving children? Yes _____ No _____

*Has the applicant ever been convicted of a crime? Yes _____ No _____

Is this background check a New Request or Renewal? _____

INVESTIGATIVE CONSUMER REPORT AUTHORIZATION

In connection with my application I understand that an investigative consumer report may be requested that may include information regarding my court records both civil and criminal, my driving records, educational and professional credentials, and personal and professional references. This may come from either public or private sources and may contain information regarding my character, experience, work habits, and reasons for termination from past employers. I understand that this document shall be kept on file and may be used at any time during my employment to procure an investigative report. I hereby release and discharge to the extent permitted by law, Catholic Charities of Idaho, its employees, any individual or agency obtaining information for Catholic Charities of Idaho, my personal and professional references, and my former employers, from any and all claims known or unknown, damages, losses, liabilities, cost, or other expenses arising from the retrieving, reporting, and/or disclosure of information in connection with this background investigation. I also understand that I may (1) request in writing the nature of the information obtained, and (2) request a written summary of my rights under the Fair Credit Reporting Act. I hereby agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes present and future. I have read, understand and agree with the above.

Signed

Date

Witnessed

Date

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." A criminal background check is a consumer report under the FCRA. For purposes of this check CICS Employment Services, Inc. is the consumer reporting agency. No other consumer reports, such as credit reports, etc., will be obtained under the release and disclosure signed by you. Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** If Catholic Charities of Idaho uses a consumer report (criminal background check) to deny your employment or volunteer service - or to take another adverse action against you - we 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 yourself as reported by CICS Employment Services, Inc. You will be required to