



To: Volunteer Applicants

From: Ted Dankovich, Administrator

Subject: **Background Screening Authorization & Release - Volunteers**

The Background Screening Authorization & Release form, located on the reverse side of this page, grants permission to Mitchell Road Presbyterian Church (ministry) to conduct a personal background investigation. Please complete and return the completed form prior to volunteering in a ministry among minor children.

Thank you for your willingness to serve in our ministry.

Why do we do this?

- Being personally accountable, responsible for our actions, and living life in the image of Christ is who we are called to be in ministry.
- There are some in today's culture who pursue opportunities to harm those who are not able to defend themselves or have inappropriate motives.
- The church's Child Protection Policy requires that we take appropriate measures to protect minor children in our care (and others who aren't able to protect themselves) from potentially harmful situations.
- As a ministry, it is prudent that we conduct an appropriate level of due diligence (investigation) of all current or prospective volunteers to provide assurance that the people who serve in ministry do not have a personal history inconsistent with the teachings of the Gospel.

How do we do this?

- We use an independent screening service which accesses various public record databases for personal information that provides an indication of whether or not there may be cause for concern about an individual serving in our ministry.
- The process of collecting information, your authorization, and the results are handled in a personal and confidential manner.
- If a negative result occurs, you will be notified and we will discuss any concerns with you. If we believe that there is sufficient cause, then this process could adversely impact your opportunity to serve as a volunteer (among minor children) with Mitchell Road Presbyterian Church.

Our responsibility as Christians serving in ministry is to be above reproach while providing a safe and nurturing environment for those to whom we minister.

If for any reason you do not agree or decline this authorization, please speak with our ministry representative privately about your concerns.

NOTICE & RELEASE REGARDING BACKGROUND INVESTIGATION

I understand that a consumer report (background screening report) and/or an investigative consumer report (reference checks and/or interviews) that may include information from public or private sources regarding my character, driving records, criminal history, court records (both civil and criminal), qualifications and experience, work habits, and/or other information relevant to my volunteer service may be obtained in connection with my application as a volunteer with Mitchell Road Presbyterian Church.

I understand that, if I am approved for volunteer service by Mitchell Road Presbyterian Church, this background check authorization will be kept on file and may be used at any time during my service to procure further information when, in the judgment of Mitchell Road Presbyterian Church, such may be necessary.

I hereby release and discharge to the extent permitted by law, Mitchell Road Presbyterian Church, its employees, any individual or agency obtaining information for Mitchell Road Presbyterian Church, and any personal or professional reference, from any and all claims, damages, losses, liabilities, costs, or other expenses arising from the retrieving, reporting and/or disclosure of information in connection with this background investigation.

I understand that I am volunteering my services and declare in no way shall I be considered an employee or subcontractor or independent contractor of Mitchell Road Presbyterian Church.

By signing below, I, _____, have read, understand and consent to the above. I further authorize that a photographic copy or a telephonic facsimile of this document shall be valid for purposes present and future. My signature below certifies that all information I have provided in connection with this background check is true, accurate and complete to the best of my knowledge.

I understand that I am **not authorizing** access to my personal financial/credit information even though the Federal Trade Commission (FTC), the nation's consumer protection agency, stipulates the manner in which all consumer and background screening reports are to be conducted.

Member _____ Non-member _____

AUTHORIZATION

I am volunteering for the following ministry: Nursery Children Youth Missions

Print Name (last, first, middle, maiden)

Social Security Number

Date of Birth (MM/DD/YYYY)
(For ID Purposes Only)

Drivers License Number

Drivers License State

Current Address: _____

Prior Address: _____

Signature

Date

Office use only:	Date Received _____	Date Processed _____
Processed By _____	Status: _____	Approved _____ Declined _____ Initials _____
Record Date _____		