

# **BACKGROUND CHECK DISCLOSURE**

**Mennonite Church USA** will order a criminal background check and a sex offender report as a part of your Ministerial Leadership Information form (MLI) process. Mennonite Church USA will not order a credit report on you. This information may be shared with the area conference and the congregation which is considering you for a ministry position. You may also request from Mennonite Church USA a copy of the report. Contact [the Church Vitality office at MLI@MennoniteUSA.org](mailto:the.Church.Vitality.office@MLI@MennoniteUSA.org). The area conference and/or congregation in which you are hired may also order additional background reports on you for employment purposes, to the maximum extent permitted by applicable law.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and criminal history. An "investigative consumer report" is a background report that includes information from personal interviews. Information may be obtained from private and public sources and for investigative consumer reports from personal interviews as noted above. You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized in the document titled A Summary of Your Rights Under the Fair Credit Reporting Act, as provided on subsequent pages. **We are including information on the FCRA even though Mennonite Church USA is not conducting a credit report on you.**

## **AUTHORIZATION FOR BACKGROUND CHECKS**

I authorize **Mennonite Church USA** (the Company) to obtain a background report on me. I also agree that a copy of this form is valid like the signed original.

The consumer reporting agency (CRA) ADP Screening and Selection Services, Inc. (ADP SASS) will prepare the background report for the Company. ADP SASS is located at 301 Remington Street, Fort Collins, CO, 80524, and can be reached by phone at 800-367-5933 or at [www.adpselect.com](http://www.adpselect.com).

I understand that, as allowed by applicable law, the Company may rely on this authorization to order additional background reports, including investigative consumer reports, (1) during my employment or time as a volunteer or independent contractor, as applicable and (2) from any CRA other than ADP SASS without asking me for my authorization again. I understand the Company may order background report(s) under my legal name and any other names I may have used.

I also authorize the following persons, agencies, and entities to disclose to ADP SASS and its agents all information about or concerning me, as allowed by law, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; federal, state and local courts; the military; credit bureaus; testing facilities; motor vehicle records agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. As allowed by law, such disclosures may contain the following information pertaining to you: credit history; public records; a Social Security number verification; driving records; military service; credentials/certifications; and verification of prior employment and education.

<b>If you live or work for the Company in California, Minnesota or Oklahoma:</b> Check this box if you would like a free copy of your background check report: <input type="checkbox"/>
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Please print your legal name:

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

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date (Month/Day/Year)

### **BACKGROUND CHECK INFORMATION**

The information requested below is collected solely for the purpose of aiding **Mennonite Church USA** in running a background check in connection with your Ministerial Leadership Information form (MLI) process. Mennonite Church USA is requesting that you provide this information to assist in conducting a thorough background check.

\_\_\_\_\_  
First Name                      Middle Name (required)                      Last Name                      Suffix

For Identification Purposes Only:      Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

Social Security Number \_\_\_\_\_

Enter Any Other Names Used (including maiden names):

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

#### **Addresses Within The Past **Seven Years** (use a separate sheet as needed)**

Present Street Address \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

**Prior Street Address** \_\_\_\_\_

Prior City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)      To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

**Prior Street Address** \_\_\_\_\_

Prior City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)      To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)

**Prior Street Address** \_\_\_\_\_

Prior City/State/ZIP \_\_\_\_\_

From \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)      To \_\_\_\_/\_\_\_\_/\_\_\_\_ (Month/Day/Year)