

Personal Information

for purposes of obtaining background reports – please write legibly

Please provide the information requested below. This form is part of your application for employment or for a volunteer position with the **Archdiocese of Denver**, or with a **parish within the territory of the Archdiocese**, or with an **Ecclesiastical Organization**,¹ as applicable. It is also required as part of mandatory compliance with the *Archdiocese of Denver's Code of Conduct*. By signing below, you understand that the information you provide will be used to conduct a criminal background check. If you are applying for a senior finance employment position,² it may also be used to obtain a report on your credit history and related credit information. The use of your personal information is subject to the Fair Credit Reporting Act. For additional information, please refer to the *Fair Credit Reporting Act (FCRA) Disclosure and Authorization form* previously executed by you, as well as to the *FCRA Summary of Rights* previously provided to you. Information obtained about you will be one part of the employment or volunteer evaluation process and must be completed in association with any conditional employment offer or conditional volunteer services offer (contingent upon an acceptable criminal background history being obtained, and any other applicable background information if authorized by you).

If you have resided in Colorado for less than 7 years, provide information for the state of Colorado and previous state(s) of residence for the last 10 years.

Employer to which you are applying _____

Position for which you are applying _____

Full Name (please print) _____

Maiden Name; Aliases / Other Names _____

*Date of Birth (month/day/year) _____ Phone Number _____

*Social Security Number _____

Current Address (address, city, state, zip) _____

Number of Years a Resident of Colorado _____

If less than 7 years residence in Colorado, provide information for past residence

State _____ Full Address _____

State _____ Full Address _____

Signature _____ Date _____

¹ A complete listing of the Ecclesiastical Organizations can be found in the *Preamble* and in the *Principal Abbreviations* to the *Archdiocese of the Denver's Pastoral Handbook*, as well as in the appendices to the *Archdiocese of Denver's Code of Conduct* (the *Code of Conduct* is *Exhibit IV* to the *Archdiocese of Denver's Pastoral Handbook*).

² A "senior finance employment position" is a position that has significant oversight over the fiscal operations and financial reporting for an entity (e.g., at the Archdiocese it refers to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight; at a parish it refers to the parish business manager and/or bookkeeper (if applicable) and/or to similarly positioned personnel with this level of fiscal oversight; at an Ecclesiastical Organization it refers, where applicable, to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight).

Fair Credit Reporting Act Disclosure and Authorization
(for volunteer and non-senior finance employment positions)

The following is for **prospective or current volunteers or employees** of (i) the **Archdiocese of Denver**, or (ii) a **parish within the territory of the Archdiocese**, or (iii) an **Ecclesiastical Organization**, as applicable (a complete listing of the Ecclesiastical Organizations can be found in the *Preamble* or in the *Principal Abbreviations* to the *Archdiocese of the Denver's Pastoral Handbook*, or in the appendices to the *Archdiocese of Denver's Code of Conduct*). For purposes of this *Disclosure and Authorization*, the term "**Employer**" shall hereafter refer to that entity to which you are applying to be a volunteer or employee (or at which you are already employed or volunteering), whether that entity is the Archdiocese of Denver, or a parish within its territory, or one of the Ecclesiastical Organizations.

Disclosure

When you apply for a volunteer or employment position with the Employer or if you are currently employed by, or performing volunteer services for the Employer, you are a consumer with rights under the federal Fair Credit Reporting Act. When any of the following circumstances exist, the Employer may choose to obtain and use information about you contained in a consumer report from a consumer reporting agency: (1) when considering your application for employment or volunteerism, (2) when making a decision whether to offer you employment or a volunteer position, (3) when deciding whether to continue your volunteer or employment position (if you are engaged/hired as a volunteer or employee), or (4) when making other decisions directly affecting your employment or volunteer position with the Employer.

For volunteer and non-senior finance employment positions, the Employer will not conduct an investigative consumer report, and will not obtain a report bearing on your credit worthiness, credit standing or credit capacity. The Employer will conduct a criminal background check.

For explanation purposes, a "**consumer reporting agency**" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the Employer.

A "**consumer report**" means any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your

eligibility for volunteer and employment purposes. A consumer report includes a criminal background check.

An “**investigative consumer report**” means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates, or others with whom you are acquainted or who may have knowledge concerning any such items of information.

A copy of the written Summary of Your Rights Under the Fair Credit Act has been provided to you in conjunction with this Disclosure and Authorization.

Authorization

(for volunteer and non-senior finance employment positions)

By signing below, I _____, hereby voluntarily authorize the Employer, throughout the course of my volunteer services or employment, to obtain a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer or employment position with the Employer. I understand consumer reports include criminal background checks. Notwithstanding the foregoing, I *do not* authorize the Employer to obtain an investigative consumer report or a report bearing on my credit worthiness, credit standing, credit capacity. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Signed Name

Date