

APPENDIX D

POLICY OF THE TOWSON UNITED METHODIST CHURCH FOR THE PREVENTION OF ABUSE OF CHILDREN AND YOUTH

**CONSENT TO PERFORM CRIMINAL HISTORY/BACKGROUND CHECK
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)
THE TOWSON UNITED METHODIST CHURCH**

Last Name	First Name	Middle Name or Initial
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Maiden or other name(s) used in any and all other records of birth or records of residence

Address	Apartment or #
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City	County	State	Zip
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**Date of Birth	Place of Birth	Social Security Number	**Gender	Race
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Drivers License Number	State	Phone (H)	Phone (W)
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E-mail	Photo ID? Y/N
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Emergency Contact	Phone
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****TO BE USED FOR CRIMINAL HISTORY CHECKS ONLY AND NOT A PART OF THE PERSONNEL FILE**

References – Name Phone Number

1. _____
2. _____
3. _____

I, _____, am an applicant for employment / volunteer work with The Towson United Methodist Church ("TUMC") and have been advised that as a part of the application process, TUMC conducts a Criminal History background check. I do hereby consent to the use by TUMC of any information provided during the application process in performing the Criminal History check. TUMC has informed me that I have the right to review and challenge any negative information that would adversely impact a decision to offer employment/volunteer work. In addition, I have been informed that I will have a reasonable opportunity to clear up any mistaken information reported within a reasonable time frame established within the sole discretion of TUMC. Under the Fair Credit Reporting Act, I have been advised that, upon request, I will be provided the name, address, and telephone number of the reporting agency as well as the nature, substance, and source of all information.

The following are my responses to questions about my Criminal History (if any).

1. YES NO Have you ever been convicted of, or plead guilty before a court for, any federal, state, or municipal criminal offense? (Exclude minor traffic misdemeanors.) If yes, please provide details below.

State: _____ County: _____ Date of Offense: ____ / ____ / ____

Details of conviction: _____

2. YES NO Have you ever received deferred adjudication or similar disposition for any federal, state, or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: ____ / ____ / ____

Details of offense: _____

3. YES NO Have you ever received probation or community supervision for any federal, state, or municipal offense? If yes, please provide details below.

State: _____ County: _____ Date of Offense: ____ / ____ / ____

Details of supervision: _____

4. YES NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

Country: _____ City: _____ Date of Offense: ____ / ____ / ____

Details of conviction: _____

5. YES NO As of the date of this consent form, do you have any pending charges against you? If yes, please provide details below.

State: _____ County: _____ Date of Arrest: ____ / ____ / ____

Details of pending charges: _____

THIS SECTION IS TO BE USED TO LIST ALL COUNTIES AND STATES OF RESIDENCE SINCE HIGH SCHOOL GRADUATION OR AGE 18.

CITY/TOWN	COUNTY	STATE	COUNTRY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT, AND COMPLETE. ALL OFFERS OF EMPLOYMENT/VOLUNTEER ARE CONTINGENT UPON APPLICANT'S SUCCESSFUL COMPLETION, AS DETERMINED IN EMPLOYER'S SOLE DISCRETION, OF THIS CRIMINAL HISTORY/BACKGROUND CHECK.

Signed this _____ day of _____, 20____

APPLICANT (PRINT NAME) _____

APPLICANT'S SIGNATURE _____

AUTHORIZED PERSON REQUESTING CHECK:

(PRINT NAME) _____

(SIGNATURE) _____