

**Roman Catholic Archdiocese of Atlanta**  
BACKGROUND INVESTIGATION CONSENT

The Roman Catholic Archdiocese of Atlanta certifies that all reports, whether oral or written, will be kept strictly confidential and, except as required by law, information will only be revealed to the applicant or a person whose duty requires him or her to participate in the decision for the transaction for which the report was ordered. The Archdiocese further certifies that the purpose of the investigation is very limited in scope and information received will be used for the sole purpose of making a determination regarding the qualifications of an individual for employment purposes, which term includes initial employment, promotion, reassignment or retention as an employee.

I, \_\_\_\_\_, hereby authorize *the Roman Catholic Archdiocese of Atlanta* and/or its agents to make an independent investigation of my background, references, character, credit history (only for finance related positions), criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my Application and/or obtaining other information which may be material to my qualifications for employment.

I release *the Roman Catholic Archdiocese of Atlanta* and/or its agents and any person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or law suits in regards to the information obtained from any and all of the above referenced sources used. The following is my true and complete legal name and all information is true and correct to the best of my knowledge:

\_\_\_\_\_  
Full Name Printed Maiden Name or Other Names Used

Please list all Residence Addresses for the past Seven Years-Use a Separate Sheet if needed

\_\_\_\_\_  
Present Address How Long?

\_\_\_\_\_  
City/State Zip

\_\_\_\_\_  
Former Address How Long?

\_\_\_\_\_  
City/State Zip

\_\_\_\_\_  
Former Address How Long?

\_\_\_\_\_  
City/State Zip

\_\_\_\_\_  
\*Race

\_\_\_\_\_  
\*Sex

\_\_\_\_\_  
\*Date of Birth

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

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
State of License

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*\*NOTE: The above information is required for identification purposes only, and is in no manner used as qualifications for employment. The Roman Catholic Archdiocese of Atlanta is an Equal Opportunity Employer, and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.*

## Notification & Authorization to Applicant for Employment

This is used to inform you that a consumer report or an investigative consumer report is being obtained from a consumer reporting agency for the purpose of evaluating your qualifications for employment, promotion, reassignment or retention as an employee.

In addition to any criminal history this report may contain information relating to your character and general reputation through personal references. You may also have a right to request additional disclosures regarding the nature and scope of the investigation.

To whom it may concern:

I hereby authorize and request any present or former employer, school, police department, agency or other persons having personal knowledge about me, to furnish bearer with any and all information in their possession regarding me in connection with an application for employment including consumer report information that may include motor vehicle records. I am willing that a photocopy of this authorization be accepted with the same authority as the original, and I specifically waive any written notice from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of the written employment application, which I sign.

I have been given a copy of this form.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date of Birth (for identification purposes only) \_\_\_\_\_

Social Security Number (for identification purposes only) \_\_\_\_\_

If name changed (through marriage or otherwise) print former name here

\_\_\_\_\_