

BACKGROUND SCREENING AUTHORIZATION

St. Annes Episcopal School: DE105623E

NOTIFICATION: An investigation will be conducted of all information provided in this two-page form. By initializing this notification, you indicate you understand the results of this investigation will be considered along with other information in making a decision regarding your suitability as a volunteer or employee and that providing inaccurate information or lack of candor may be a basis for refusal.

_____ INITIALS _____ DATE

RELEASE: I hereby authorize, without reservation, any court, information service bureau, school, employer or reference contacted by Hyden & Associates or their authorized agents, to furnish the information described above. I intend this to be a legally binding release, which I have read and understood. I understand I may consult with an attorney before signing this two-page document.

_____/_____/_____
Signature Date

The following information is required by courts/other entities only for positive ID purposes when checking public records. This information will be kept CONFIDENTIAL, will not be used for any other purposes, and will be securely maintained by Hyden & Associates ONLY.

1. PERSONAL INFORMATION

PRINTED NAME: (Last) _____ (First) _____ (Middle) _____

DOB _____ - _____ - _____ SS# _____ - _____ - _____ DL# / STATE _____ Gender: M / F
Month Day Year

CURRENT ADDRESS _____ CITY, STATE, ZIP _____

SPOUSE NAME _____ DATE MARRIAGE _____

OTHER NAMES USED (AND DATES) _____

E-MAIL ADDRESS _____ @ _____ PHONE / CELL _____

CURRENT EMPLOYER _____ WK PHONE _____

EMPLOYER ADDRESS _____ CITY / STATE _____

2. RESIDENTIAL HISTORY

List previous addresses for the past ten years.

From (Date) To (Date) Street, City, State, Zip

_____ - _____

_____ - _____

_____ - _____

3. COURT INFORMATION

Criminal cases / convictions DO NOT automatically disqualify you.

Have you been arrested or charged with a crime or DUI in the past 7 years? (Circle one) YES NO

Have you ever been convicted of a crime or a DUI? (Circle one) YES NO

If you have answered yes, provide information below (use back of page if more space is needed):

Date City / State Charge Disposition / Outcome

**DISCLOSURE TO EMPLOYMENT APPLICANT
REGARDING PROCUREMENT OF A
CONSUMER REPORT**

St. Annes Episcopal School may procure a consumer report (background check) on you.

- Background checks may be conducted as part of the process of considering your candidacy as an employee / volunteer In connection with your application.
- Background checks may also be conducted any time during your tenure as an employee / volunteer.

In the event that the information from the consumer report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the accompanying document entitled: A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

This report will be processed by: **Hyden & Associates**
 P.O. Box 268
 Georgetown, DE 19947
 o. 302-337-0548
 f. 302-337-8730

By your signature below, you hereby acknowledge receipt of this disclosure. Your signature also authorizes the report(s) to be obtained both now and during your tenure as an employee or volunteer.

Applicant's name: _____ Date _____ / _____ / _____

Signature: _____

MAIL TO: HYDEN ASSOCIATE, INC., PO BOX 268, GEORGETOWN, DE 19947