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 InfoRetrieval Services 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 InfoRetrieval Services ONLY.

1. PERSONAL INFORMATION

PRINTED NAME: (Last)	(First)	(Middle)
DOBSS#SS#	DL# / STA	TEGender: M / F
-	CIT	Y, STATE, ZIP
SPOUSE NAME		DATE MARRIAGE
OTHER NAMES USED (AND DATES)		
E-MAIL ADDRESS	@	PHONE / CELL
CURRENT EMPLOYER		WK PHONE
EMPLOYER ADDRESS		CITY / STATE
<u>-</u>		
3. COURT INFORMATION Crir Have you been arrested or charged with a	ninal cases / convictions DO NOT automati crime or DUI in the past 7 years? (Circle o	cally disqualify you.
Have you ever been convicted of a crime of		
If you have answered yes, provide inform Date City / State	ation below (use back of page if more space Charge	e is needed: 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 SUMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT.

This report will be processed by:

InfoRetrieval Services 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: _____