Background Check Forms Instructions

Volunteers

Thank you for volunteering to help the University of Detroit Jesuit High School and Academy in its mission to *Develop Men for Others.* Your help is greatly appreciated and of great value to the school.

There is a required background check for all volunteers at the school. The background check requires completion and submission of **all** the following:

1. Archdiocese of Detroit *Certificate of Completion of Protecting God's Children* course dated within the past three years. Volunteers must register with Virtus at virtus.org and complete the course.
2. Praesidium *Acknowledgment and Authorization* form
    - This document authorizes the school to request a Praesidium background check and captures all the information necessary to conduct the Praesidium background check. It must be completed in full. **Your social security number must be included on the *Acknowledgement and Authorization*** form. This form must be signed and dated at the bottom.
3. Praesidium *Disclosure Regarding Background Investigation* form
    - This document describes the right to request disclosure of the nature and scope of any investigative consumer report. This form must be signed and dated.
4. *University of Detroit Jesuit High School and Academy Conviction Disclosure Form*
    - This document requires disclosure of convictions of certain offenses as described in the document. If not convicted of any of these offenses, circle 1. If convicted of one of these offenses, circle 2. and provide an explanation. This form must be signed and dated.
5. Copy of government issued photo identification
    - Driver License, state identification, passport, etc.

Hard copies of **all** the above documents must be returned to the Director of Security at the school**. Background check documents may not be submitted electronically; the school will not accept these documents via email.**

Questions may be directed to Ronald John Loch, Director of Security at Ronald.loch@uofdjesuit.org or (313) 927-2340.

Thank you again for volunteering at the University of Detroit Jesuit High School and Academy.

Include Archdiocese of Detroit

Certificate of Completion of Protecting God's Children

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by **the Company** at any time after receipt of this authorization and throughout my engagement, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, or other party to furnish any and all background information requested by Praesidium, 2225 E. Randol Mill Rd., Suite 630, Arlington, TX, 76011, 800-743-6354, **the Company** itself, and/or a related third-party entity only if I am being considered for a direct or temporary engagement with or by them. I agree that a facsimile ("fax") or electronic or photographic copy of this Authorization shall be as valid as the original.

State of Washington applicants and employees only: You have the right to receive a complete and accurate disclosure of the nature and scope of any investigative consumer report as well as a written summary of your rights and remedies under Washington law.
Massachusetts and New Jersey applicants and employees only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly.
New York applicants and employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by the Company by contacting the consumer reporting agency identified above directly. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.
Minnesota applicants and employees only: You have the right, upon written request to Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐
Oklahoma applicants and employees only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company. ☐
California applicants and employees only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law. ☐

Signature:_____ Date:_____

Print Name:_____
First Middle Last

Maiden Name (if applicable):_____

Address:_____
Street City State Zip

Social Security Number:_____* Date of Birth:_____*
*This information will be used for background screening purposes only.

Driver's License Number:_____ DL State:_____

Gender:_____

Telephone Number:_____

PRAESIDIUM

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DISCLOSURE REGARDING BACKGROUND INVESTIGATION

University of Detroit Jesuit High School and Academy ("the Company") may obtain information about you from a consumer reporting agency for purposes of employment, volunteer positions, work performed under contract, retention, or reassignment (hereafter known as your "engagement"). Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Praesidium, 2225 E. Randol Mill Rd., Suite 630, Arlington, TX, 76011, 800-743-6354, or another outside organization. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

Signature:_____ Date:_____

Print Name:_____

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Background Check Consent Form

PRAESIDIUM

UNIVERSITY OF DETROIT JESUIT HIGH SCHOOL AND ACADEMY

CONVICTION DISCLOSURE FORM

_____

Employee Name (Please Print)

_____

Position (Please Print)

Pursuant to Public Act 138 of 2005, I represent that (circle all that apply):

1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury of any crime.

2. This is my initial disclosure, I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crime(s) (attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction):

   _____ Felony _____ Misdemeanor _____

   _____ Felony _____ Misdemeanor _____

   _____ Felony _____ Misdemeanor _____

3. This serves as disclosure of subsequent convictions for which I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crime(s) (attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction), and I understand the failure to disclose any subsequent conviction is considered to be a crime:

   _____ Felony _____ Misdemeanor _____

   _____ Felony _____ Misdemeanor _____

   _____ Felony _____ Misdemeanor _____

In signing this form, I understand and agree that:

1. If I have been convicted of a listed offense, my employment shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or chief administrator and the board or governing body must each approve, in writing, my employment or work assignment.

2. Until the criminal history report is received and reviewed by the employing school/district, I am regarded as a conditional employee and if the criminal history report is not the same as my representation(s) above, my employment contract is voided at the option of the school.

_____

Signature Date

ATTACHMENT 1

LISTED OFFENSES

Accosting, enticing, or soliciting a child for immoral purposes.

Involvement in child sexually abusive activity or material.

A third or subsequent violation of any combination of engaging in obscene or indecent conduct in public, indecent exposure, or a local ordinance substantially corresponding to either offense.

First, second, third, or fourth degree Criminal Sexual Conduct (CSC).

Assault with intent to commit CSC.

If the victim is less than 18 years of age, the crime of gross indecency (except for juvenile disposition or adjudication), kidnapping, sodomy, or soliciting another for prostitution.

Leading, enticing, or carrying away a child under 14 years of age.

Pandering.

Any other violation of a state law or local ordinance constituting a sexual offense against an individual less than 18 years of age.

An offense committed by sexually delinquent person.

An attempt or conspiracy to commit one of the offenses listed above.

Include copy of government photo identification