

Criminal Background Check
DISCLOSURE AND AUTHORIZATION FOR EMPLOYER TO ACCESS REPORTS

Cross Lanes Christian School
5330 Floradale Drive
Cross Lanes, WV 25313
(304) 776-5020

AUTHORIZATION: Applicant/Volunteer MUST sign and date *both* pages of this document.

I hereby authorize, without reservation, the obtaining of "investigative" reports by **Cross Lanes Christian School** at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish SecureSearch or **Cross Lanes Christian School** with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate; and (3) that I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for Cross Lanes Christian School to obtain a complete consumer report:

FULL LEGAL NAME (First, Full Middle Name, Last Name)	
SOCIAL SECURITY NUMBER	DATE OF BIRTH*
STREET ADDRESS	
CITY, STATE, ZIP CODE	
DRIVER'S LICENSE NUMBER	ISSUING STATE
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)	
PROSPECTIVE/ CURRENT EMPLOYEE'S SIGNATURE	DATE

* This information will be used for background screening purposes only.

Please list all Counties and States you have lived in since the age of 18.

County	State	Name Used in County	Date From	Date To

DISCLOSURE

In connection with your application for employment or volunteer service with: **Cross Lanes Christian School** (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment (if hired) or service, **Cross Lanes Christian School** may obtain an "investigative consumer report" on you from **SecureSearch**, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode of living. The investigative consumer reports may contain information regarding your criminal records, driving history records, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, government records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. Inquiries to **SecureSearch** should be directed to **SecureSearch; Consumer Disputes; 558 Castle Pines Pkwy. #B4-137, Castle Rock, CO 80108. 1 (866) 891 – 1954.**

The following are my responses to questions about my criminal record history (if any) with descriptions to any question with a YES answer:

Name: _____

1. Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations) Yes ☐ No ☐

If Yes, please explain:

2. Have you ever received deferred adjudication or similar disposition for any federal, state or municipal criminal offense?
Yes ☐ No ☐ If Yes, please explain:

3. Have you ever received probation or community supervision for any federal, state or municipal criminal offense?
Yes ☐ No ☐ If Yes, please explain:

4. Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?
Yes ☐ No ☐ If Yes, please explain:

5. As of the date of this authorization, do you have any pending criminal charges against you?
Yes ☐ No ☐ If Yes, please explain:

6. Have you ever served in the US Military? Yes ☐ No ☐

7. If you answered YES to the above question, did you receive a DD214?

Yes ☐ No ☐ If Yes, can you present the document?: Yes ☐ No ☐

8. If you answered YES to the above question 6, did you receive an honorable discharge?

Yes ☐ No ☐ If No, please explain:

Prospective/Current Employee signature

Date