



St. Thomas More

Volunteer Personal Information

For purposes of obtaining background reports

Please provide the information requested below. This form is part of your application for employment or for a volunteer position with the **Archdiocese of Denver**, or with a **parish within the territory of the Archdiocese**, or with an **Ecclesiastical Organization**,¹ as applicable. It is also required as part of mandatory compliance with the *Archdiocese of Denver's Code of Conduct*. By signing below, you understand that the information you provide will be used to conduct a criminal background check. If you are applying for a senior finance employment position,² it may also be used to obtain a report on your credit history and related credit information. The use of your personal information is subject to the Fair Credit Reporting Act. For additional information, please refer to the Fair Credit Reporting Act (FCRA) Disclosure and Authorization form previously executed by you, as well as to the FCRA Summary of Rights previously provided to you. Information obtained about you will be one part of the employment or volunteer evaluation process and must be completed in association with any conditional employment offer or conditional volunteer services offer (contingent upon an acceptable criminal background history being obtained, and any other applicable background information if authorized by you).

If you have resided in Colorado for less than seven years, please provide information for the state of Colorado and previous state(s) of residence for the last ten years.

Employer to which you are applying St. Thomas More

Position for which you are applying _____

Full Name (please print) _____

Maiden Name; Aliases/ Other Names _____

*Date of Birth (month/day/year) _____ *Social Security Number (*This information used for verification purposes only) _____

Current Address _____ City _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Number of Years a Resident of Colorado _____

If less than seven years residence in Colorado, provide information for past residence(s).

State _____ Full Address _____

State _____ Full Address _____

Signature _____ Date _____

Office of Catechesis

- Childcare
- Family Program
- Hospitality
- H. S. Confirmation
- M. S. Confirmation

Office of Catechesis

- RCIC
- Shepherd's Promise
- Small Wonders
- Special Needs RE
- VBS

Youth Department

- H.S. Youth
- M.S. Youth

Liturgy

- Liturgical Ministries

STM School

- Elementary
- Middle School
- Preschool

¹A complete listing of the Ecclesiastical Organizations can be found in the *Preamble* and in the *Principal Abbreviations to the Archdiocese of the Denver's Pastoral Handbook*, as well as in the appendices to the *Archdiocese of Denver's Code of Conduct* (the *Code of Conduct* is Exhibit IV to the *Archdiocese of Denver's Pastoral Handbook*).

² A "*senior finance employment position*" is a position that has significant oversight over the fiscal operations and financial reporting for an entity (e.g., at the Archdiocese it refers to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight; at a parish it refers to the parish business manager and/or bookkeeper (if applicable) and/or to similarly positioned personnel with this level of fiscal oversight; at an Ecclesiastical Organization it refers, where applicable, to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight)

Fair Credit Reporting Act Disclosure and Authorization

The following is for prospective or current volunteers or employees of (i) the Archdiocese of Denver, or (ii) a parish within the territory of the Archdiocese, or (iii) an Ecclesiastical Organization, as applicable (a complete listing of the Ecclesiastical Organizations can be found in the Preamble or in the Principal Abbreviations to the Archdiocese of the Denver's Pastoral Handbook, or in the appendices to the Archdiocese of Denver's Code of Conduct). For purposes of this Disclosure and Authorization, the term "Employer" shall hereafter refer to that entity to which you are applying to be a volunteer or employee (or at which you are already employed or volunteering), whether that entity is the Archdiocese of Denver, or a parish within its territory, or one of the Ecclesiastical Organizations.

Disclosure

When you apply for a volunteer or employment position with the Employer or if you are currently employed by, or performing volunteer services for the Employer, you are a consumer with rights under the federal Fair Credit Reporting Act. When any of the following circumstances exist, the Employer may choose to obtain and use information about you contained in a consumer report from a consumer reporting agency: (1) when considering your application for employment or volunteerism, (2) when making a decision whether to offer you employment or a volunteer position, (3) when deciding whether to continue your volunteer or employment position (if you are engaged/hired as a volunteer or employee), or (4) when making other decisions directly affecting your employment or volunteer position with the Employer.

For volunteer and non-senior finance employment positions, the Employer will not conduct an investigative consumer report, and will not obtain a report bearing on your credit worthiness, credit standing or credit capacity. The Employer will conduct a criminal background check.

For explanation purposes, a "consumer reporting agency" is a person or business which, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to others, such as the Employer.

A "consumer report" means any written, oral, or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing your eligibility for volunteer and employment purposes. A consumer report includes a criminal background check.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, associates, or others with whom you are acquainted or who may have knowledge concerning any such items of information.

A copy of the written Summary of Your Rights Under the Fair Credit Act has been provided to you in conjunction with this *Disclosure and Authorization*.

Authorization

(for volunteer and non-senior finance employment positions)

By signing below, I _____ hereby voluntarily authorize the Employer, throughout the course of my volunteer service or employment, to obtain a consumer report about me from a consumer reporting agency and to consider this information when making decisions regarding my volunteer or employment position with the Employer. I understand consumer reports include criminal background checks. Notwithstanding the foregoing, I *do not* authorize the Employer to obtain an investigative consumer report or a report bearing on my credit worthiness, credit standing, credit capacity. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed above.

Signed Name

Date

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

Type of Business:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the Bureau:

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

d. Federal Credit Unions

3. Air carriers

4. Creditors Subject to Surface Transportation Board

5. Creditors Subject to Packers and Stockyards Act

6. Small Business Investment Companies

7. Brokers and Dealers

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

Contact:

a. Bureau of Consumer Financial Protection
1700 G Street NW
Washington, DC 20006

b. Federal Trade Commission: Consumer Response Center -FCRA
Washington, DC 20580
(877) 382-4357

a. Office of the Comptroller of the Currency
Customer Assistance Group
1301 McKinney Street, Suite 3450
Houston, TX 77010-9050

b. Federal Reserve Consumer Help Center
P.O. Box 1200
Minneapolis, MN 55480

c. FDIC Consumer Response Center
1100 Walnut Street, Box #11
Kansas City, MO 64106

d. National Credit Union Administration
Office of Consumer Protection (OCP)
Division of Consumer Compliance and Outreach (DCCO)
1775 Duke Street
Alexandria, VA 22314

Asst. General Counsel for Aviation Enforcement & Proceedings
Department of Transportation
400 Seventh Street SW
Washington, DC 20590

Office of Proceedings, Surface Transportation Board
Department of Transportation
1925 K Street NW
Washington, DC 20423

Nearest Packers and Stockyards Administration area supervisor

Associate Deputy Administrator for Capital Access
United States Small Business Administration
406 Third Street, SW, 8th Floor
Washington, DC 20416

Securities and Exchange Commission
100 F Street NE
Washington, DC 20549

Farm Credit Administration
1501 Farm Credit Drive
McLean, VA 22102-5090

FTC Regional Office for region in which the creditor operates or Federal Trade Commission:
Consumer Response Center - FCRA
Washington, DC 20580
(877) 382-4357

A Summary of Your Rights under the Fair Credit Reporting Act

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20006.

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

APPENDIX E

ACKNOWLEDGMENT OF RECEIPT & AGREEMENT

I, the undersigned, hereby acknowledge that on the following date, _____, I received a copy of the Archdiocese of Denver's Code of Conduct.

I have since read its contents and understand its meaning, and agree to conduct myself in conformity with its terms.

I understand that this *Acknowledgment of Receipt & Agreement* will be maintained in my personnel file.

Signature of Church Worker: _____

Printed Name of Church Worker: _____

Archdiocesan Ecclesiastical Organization: _____

Signature Date: _____