



To: Ministers of the Word and Sacrament, Candidates for Ordination to the Ministry of Word and Sacrament, Candidates and Inquirers enrolled in the Preparation for Ministry process, Candidates to be Commissioned Pastors

From: Commission on Ministry and the Preparation for Ministry Team

POLICY

It is the policy of the Commission on Ministry, the Preparation for Ministry Team, and the Commissioned Pastor Team to request a background check on each person seeking approval from one of these teams. Attached is a copy of Presbytery's statement entitled "Background Check Policy," which assures you that the information received will be confidentially handled.

CONSENT

I have read the attached policy statement and I authorize the Presbytery of Western North Carolina to conduct a background check on me and freely provide the following information, which is correct to the best of my knowledge.

Signature

Please print your name legibly

Date

**PRESBYTERY OF WESTERN NORTH CAROLINA
COMMISSION ON MINISTRY/PREPARATION FOR MINISTRY TEAM
BACKGROUND CHECK POLICY**

1. The General Presbyter, Associate Presbyter, Stated Clerk, or Presbytery staff acting on their instructions, shall obtain a background check on each minister coming into the Presbytery, any candidate to be a Commissioned Pastor, candidates who are ready for ordination to the Ministry of Word and Sacrament, and any person seeking to be enrolled as an inquirer or candidate for the ministry.
2. Items included in the background check shall be:
 - locations lived
 - criminal records*
 - motor vehicle records*
 - sex offender registry
 - credit reports
 - other relevant records (*inapplicable states)
3. Both COM and PMT shall use the same agency.
4. Requests for background checks will be initiated only with the consent of the minister, candidate for ministry, CLS student or person seeking to become an inquirer or candidate, who will assist by providing their date of birth, social security number, and other relevant information.
5. Information obtained from the background checks will be promptly shared with the minister, CLS student, candidate for ministry, or the person seeking to become an inquirer or candidate concerned (who will be afforded the opportunity to offer any explanatory supplement) and with the COM or PMT chair, who will decide whether any item therein needs to be shared with the whole team.
6. The background check reports shall be placed in the minister's, CP candidate's or inquirer/candidate's file and may be accessed by only the General Presbyter, an Associate Presbyter, the Stated Clerk or the COM or CPM chair, or Presbytery staff acting on their instructions. These reports shall not be disseminated without the knowledge of the minister/CLS student/candidate for ordination to ministry/inquirers/candidates concerned.

Adopted by the Committee on Ministry (now called Commission on Ministry) on December 13, 2005 and the Committee on Preparation for Ministry (now called Preparation for Ministry Team) on January 18, 2006.



Disclosure

We (**The Presbytery of Western North Carolina**) will obtain one or more consumer reports or investigative consumer reports (or both) about you for employment purposes. These purposes may include hiring, contract, assignment, promotion, re-assignment, and termination. The reports may include information about your character, general reputation, personal characteristics, and mode of living.

We will obtain these reports through a consumer reporting agency. Our consumer reporting agency is Unique Background Solutions. Their address is 805 Merita St. Mount Airy, NC 27030. Their website is www.uniquebackground.com, where you can find information about Unique Background Solutions privacy practices.

To prepare the reports, Unique Background Solutions may investigate your education, work history, professional licenses and credentials, references, address history, social security number validity, right to work, criminal record, lawsuits, driving record, credit history, and any other information with public or private information sources.

You may obtain a copy of any report that Unique Background Solutions provides and their files about you (by email, by mail, or by phone) by providing identification to Unique Background Solutions. If you do, Unique Background Solutions will provide you with help to understand the files, including trained personnel and an explanation of any codes.

If Unique Background Solutions obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please sign below to acknowledge your receipt of this disclosure.

Signature

Date

Printed Name

Authorization

Authorization: By signing below, I authorize: (a) Unique Background Solutions to request information about me from any public or private information source; (b) anyone to provide information about me to Unique Background Solutions; (c) Unique Background Solutions to provide **The Presbytery of Western North Carolina** one or more reports based on that information; and (d) Unique Background Solutions to share those reports with others for legitimate business purposes related to my employment, volunteering or other business purposes. Unique Background Solutions may investigate my address history, social security number validity, **criminal background** record, driving record, and any other information from public or private information sources. This authorization may also include consenting to drug testing. I acknowledge that a fax, image, or copy of this authorization is as valid as the original. I make this authorization to be valid for as long as I am an applicant, employee, or volunteer with this organization.

Personal Information: Please print the information requested below to identify yourself for Unique Background Solutions.

Printed name:

First

Middle (☐ none)

Last

Other names used:

Current Address:

Address

City

State

Zip Code

Some government agencies and other information sources require the following information when checking for records. Unique Background Solutions will not use it for any other purposes.

Date of Birth

Social Security Number

Driver's License Number & State

Name As It Appears On License

Email Address

Report Copy: If you are applying for a job or live in California, Minnesota, or Oklahoma, you may request a copy of the report by checking this box: ☐.

Signature

Date