

**FIRST UNITED METHODIST CHURCH, DAYTON
APPLICATION/INFORMATION SHEET
VOLUNTEERS**

Printed Name _____ Social Security No. _____

(SSN - Paid Employees Only)

Are you 18 or older? Yes ___ No ___ Place & Date of Birth _____

Address _____

Phone Number(s) _____ Date available to start: _____

Printed Emergency Contact _____

Phone Number(s) _____

Health Insurance Company _____

Group # _____ ID # _____

Allergies _____

Have you ever been convicted of or pled guilty to a crime, either a misdemeanor or a felony (including but not limited to drug-related charges, child abuse, other crimes of violence, theft, or motor vehicle violations)? No _____ Yes _____

If yes, please explain:

Have you had: First Aid Training? No _____ Yes _____ Date Completed _____

CPR Training? No _____ Yes _____ Date Completed _____

Position applying for: _____

Qualifications:

Academic achievements: (Schools attended, degrees earned, dates of completion)

Continuing education completed: (Courses taken, dates of completion)

Professional organizations: (List any in which you have current membership)

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Previous Work Experience: Please list your previous employers from the past five years. Include the job title, a description of position duties and responsibilities, the name of the company/employer, the address of the company/employer, the name of your immediate supervisor, and the dates you were employed in each position.

Previous Volunteer Experience: Please list any relevant volunteer positions you have held. List the dates you performed in each position, the name of your supervisor, the address and phone number of the volunteer organization, and the dates of your volunteer service.

References: Please list as references three individuals who are not related to you by blood or marriage. List people who have known you for at least three years.

1. Name: _____
Address: _____
Daytime Phone: _____
Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

2. Name: _____
Address: _____
Daytime Phone: _____
Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

3. Name: _____
Address: _____
Daytime Phone: _____
Evening Phone: _____
Length of time you have known reference: _____
Relationship to reference: _____

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Waiver and Consent:

I, _____, hereby certify the information I have provided on this application and information sheet for employment is true and correct. I authorize First United Methodist Church, Dayton to verify the information I have provided on this application by contacting the references and employers I have listed, by conducting a background records check, or by other means, including contacting others whom I have not listed. I authorize the references and employers listed in this application to give you whatever information they may have regarding my character and fitness for the job for which I have applied. Furthermore, I waive any rights I may have to confidentiality.

In the event that my application is accepted and I become an employee or volunteer of First United Methodist Church, Dayton, I agree to abide by and be bound by the policies of First United Methodist Church, Dayton and to refrain from inappropriate conduct in the performance of my duties on behalf of First United Methodist Church, Dayton.

I have read this waiver and this form, and I am fully aware of its contents. I sign this consent freely and under no duress or coercion.

Signature of Applicant

Date

Witness of signature

Date

FIRST UNITED METHODIST CHURCH DAYTON, TN
METHODOLOGY – BACKGROUND CHECKS AND EVALUATIONS

1. Potential employee or volunteer fills out “Authorization & Request for Background Check” form and receives a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act,” which are included in the Appendix of this procedure, and as delineated by Trak-1.
2. The Pastor, Chairman of Staff-Parish Relations Committee (SPRC) or other individual as designated by the Church Council (C/I-SPRC is meant as either the Chairman, SPRC or this individual) submits the form to the Church Secretary who will process the request to the appropriate agency to conduct a background check.
3. Reviews of the returned background check report.
Note: To ensure privacy and security, the reports are to be kept in the Church Secretary’s office at all times until given to the applicant. Thus, the reviews are to be conducted in the Church Secretary’s office.
 - A. If the report reflects an acceptable review, the Pastor indicates the results on the Request form, signs the form and submits both the report results and the form to the C/I-SPRC who reviews the report and signs as the 2nd party reviewer. The 2nd reviewer returns the report and form to the Pastor. The Pastor then informs the applicant of the successful results, “blacks-out” the SSN and driver’s license numbers on the Request form and places the form in a locked file in the Secretary’s office. The report is offered to the applicant. If the applicant declines the report, it is destroyed. The applicant indicates the disposition of the report on the Request form. The Pastor adds the applicant’s name to the list of those who have been accepted. This list is kept by the church secretary.
 - B. If the report indicates an unacceptable review, the Pastor and the C/I-SPRC together notify the applicant and offer to show them the report and to discuss it with them. Both the Pastor and the C/I-SPRC are to be present when discussing the report and results with the applicant. The applicant is given the report, a copy of the “Information Of Unfavorable Background Report” form which has been signed by the applicant and Pastor and a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act.” (The original “Unfavorable” form is placed in the locked file in the Secretary’s office.) If the applicant wishes to withdraw the application, the Pastor checks “No” on the Request form and indicates “desire to withdraw” on the form as an explanation, the applicant fills in the information as the “2nd party agreement” thus indicating agreement to withdraw from consideration, the Pastor signs the form, “blacks-out” the SSN and driver’s license numbers on the form, places it in the locked file in the Secretary’s office and gives the “background” report to the applicant. If, on the other hand, the applicant wishes to pursue an acceptance for the position for which he/she is applying or wishes to work with TRAK-1 to obtain a correction to the report, the Pastor will schedule a meeting with the SPRC for further review and discussion and the original Request form is placed in a locked file in the Secretary’s office. If such a meeting is scheduled, the Pastor will present only the facts and details of the background check and will inform SPRC that the applicant is working with TRAK-1 to obtain a correction to the report if that is the case. The applicant’s name is to remain confidential unless they wish to attend the meeting with the SPRC. Once the applicant feels TRAK-1’s information has been corrected, he/she can request the Pastor or C/I-SPRC to conduct another background check. The original request form can be used as authorization with the review process being repeated. Upon a successful re-review, the original “Information Of Unfavorable Background Report” form is to be destroyed.

NOTE: Those who have background events related to drugs, DUI, child abuse, pornography or violence, shall not be approved.

FIRST UNITED METHODIST CHURCH, DAYTON AUTHORIZATION & REQUEST FOR BACKGROUND CHECK

I, _____, hereby authorize First United Methodist Church, Dayton to request an investigation company of their choice, to release information regarding any record of charges or convictions contained in its files, or in any criminal file maintained on me, whether said file is a local, state, or national file, and including but not limited to accusations and convictions for crimes committed against minors or adults, to the fullest extent permitted by state and federal law. I do release said police/sheriff's department, or other company, from all liability that may result from any such disclosure made in response to this request. My signature below indicates that I acknowledge and understand this disclosure, that all information provided by me is true, complete, correct and accurate and that I have received a copy of "A Summary of Your Rights Under The Fair Credit Reporting Act."

Signature of Applicant Date Printed: Applicant's Current Full Name

Print all other names that have been used by applicant (if any): _____

Date & Place of Birth: _____ Social Security Number _____

Driver's license number State issuing license License expiration date

List each address at which you have resided in the last five years beginning with current:

Address: _____

Address: _____

Address: _____

Address: _____

Current Phone Nos.: _____

Below Space Is For Church Use Only

Request for background check submitted by: _____ Date: _____

The background check results determined: Acceptable for employment: Yes _____ No _____ (If No, Explain _____)

Yes, But with conditions _____ (Explain _____)

Determination made by: _____ / _____

2nd party agreement by:

Pastor's Printed Name	Pastor's Signature	Date
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 / _____

Printed Name	Signature	Date
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 / _____

Below Space Is For Applicant's Use Only

I have: received my background report _____ or have seen it be destroyed _____

Applicant's Signature: _____ Date: _____

A Summary of Your Rights Under the Fair Credit Reporting Act

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.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **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 unemployed but expect to apply for employment within 60 days.

In addition, by September, 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit 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.ftc.gov/credit 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.

A Summary of Your Rights Under the Fair Credit Reporting Act – Continued

- **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.ftc.gov/credit.
- **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 on which these offers are based. You may opt-out with the nationwide credit bureaus at 1-800-392-7816.
- **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.ftc.gov/credit.

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. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center-FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue Ste 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051