Authorization and Release for a Background Check

Second Baptist Church Southwest

Washington, D. C.

I understand that in connection with my application for employment with the Second Baptist Church Southwest (SBCSW), their agents and the designated search committee members may be performing, requesting, obtaining or conducting a background check on me. This background check may include an inquiry into my Employment History, Education, General Character or Reputation, Work Experience, Volunteer Experience, Credit History, Driving History and Criminal History.

I understand that Second Baptist Church may rely on any part or all of this information in determining whether to extend an offer of employment to me. I further understand that if any adverse action is taken by the Second Baptist Church or if SBCSW chooses not to extend an offer of employment based on the information obtained, that I will be provided a copy of such information along with a summary of my rights under the Fair Credit Reporting Act.

I understand that the background check, which may be performed by investigators, is being performed as part of the process to evaluate me prior to employment and is not conducted for any purpose other than in connection with my application for employment.

I have read this Pre-Employment Disclosure and by signing below hereby authorize investigators to conduct a background check as described herein in conjunction with my application for employment. I hereby release, any and all investigators, including the SBCSW from any and all liability related to the procurement or disclosure of any information provided by me or obtained about me in connection with my application for employment with the SBCSW. I further direct and authorize investigators to conduct the background check and further authorize any third parties who may be custodians of or in possession of the requested information, to disclose such information to investigators in connection with the background check.

Privacy note: Although your Social Security number is being requested, it shall be used for NO other purposes than to make the process for conducting a background search more accurate. It shall not be sold, or in any way transferred to a third party, except for the express purpose of conducting the background check.

Applicant Signature _____ Date _____

Printed Name _____ Social Security Number _____