

**BACKGROUND CHECK AUTHORIZATION FORM****NOTIFICATION TO APPLICANT:**

This is to inform you that an investigative report is being obtained from a background investigation agency for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee or volunteer.

This report may contain information bearing on your character, general reputation and personal characteristics from public or private record sources. ***Please keep in mind that our background check is limited to State and National Criminal Files, Social Security Number Verification and National Sex Offender Registry.*** All authorization forms will be kept in a secured location within the Central Service Offices of the Archdiocese of Hartford.

AUTHORIZATION BY APPLICANT:

To Whom It May Concern:

I understand that an investigative report as described above may be obtained. All Law enforcement agencies, State Police and courts are authorized to release to Mind Your Business, Inc. for the benefit of the Archdiocese of Hartford, and its related entities that I serve, all written information about me.

I give permission for a criminal background check to be conducted on me by Mind Your Business, Inc. for the benefit of the Archdiocese of Hartford, and its related entities that I serve, and hereby release all individuals, companies, corporations, and agencies, *public or private*, connected therewith from any and all liability associated with the proper dissemination of such information.

A copy of this form is available upon request.

This document can be signed electronically by following appropriate steps for DocuSign or Adobe Sign. By typing or applying my electronic signature below through DocuSign or Adobe Sign, I consent to the use of electronic signatures and acknowledge that this signature has the same legal effect as a handwritten signature under the E-SIGN Act (15 U.S.C. § 7001 et seq.) and Connecticut's UETA (Conn. Gen. Stat. § 1-260 et seq.).

Print Full Legal Name: _____
(No Nicknames) First Middle Last

Current Address: _____
 Street Town/City State Zip Code

For identification purposes only: _____
 Birth Date Sex (m or f) Social Security

If name changed (through marriage or otherwise) print former name: _____

Signature: _____ Date: _____

Please indicate: _____ Priest Place of Ministry: _____
 _____ Deacon Parish Name Town
 _____ Employee **and/or**
 _____ Volunteer _____
 _____ Contractor School Name Town

Please return this completed form to the Saint Brigid School Office with cash or check for \$22.00 to cover processing fees.
Checks should be made payable to Saint Teresa of Calcutta Parish.