

CONFIDENTIAL

**Richland Creek Community Church
Volunteer Criminal Background Check Authorization Form**

(Revised 4/16/2019)

I hereby request and authorize Richland Creek Community Church to conduct a criminal background check as part of its volunteer screening and/or selection process. As such, I am authorizing the release of any information that pertains to my driving record, if applicable, and record of convictions contained in law enforcement files or in criminal files maintained on me, whether local, state, federal or military. I hereby release local, state, federal and military agencies from any and all liability resulting from such disclosure.

I certify that all of the statements and answers set forth on this application form are true and complete to the best of my knowledge. I further state that I HAVE CAREFULLY READ THE FORGOING RELEASE AND KNOW THE CONTENT THEREOF, AND SIGN THIS RELEASE OF MY OWN FREE ACT.

Please be advised that information from the criminal background check may adversely impact your ability to serve as a volunteer.

Ministry Area: _____

Print Full Name (First/Middle/Last) _____

Print Maiden Name _____

Other Names or Aliases _____

Gender: Male Female

Other Cities and States in which you have lived during the previous 7 years:

Phone #: _____ **Email:** _____

*Have you ever been arrested or charged with a sexual offense? Yes No

*Have you ever been arrested for or charged with any type of child abuse? Yes No

The following is required for volunteers who may be requested to operate a motor vehicle (personal or otherwise) on the Church's behalf:

Driver's Licenses #: _____ State of License: _____ Expires on: _____

Signature: _____

Date _____

Once completed, please place this form in a sealed envelope, marked confidential and place it in a secure church drop box or return it to the requesting ministry leader, church office manager, or administrative pastor. Alternatively, you may scan a completed and signed form and email it to background@richlandcreek.com.

This section below will be immediately shredded once the information is used to generate the background check.

Social Security # _____ - _____ - _____ **Date of Birth** ____/____/____

QUESTIONS AND ANSWERS ABOUT CRIMINAL BACKGROUND CHECKS

What is the purpose of requiring checks?

We, as a church, value the relationship we have with the youngest and most vulnerable of our faith. Our children are precious, and we must do everything in our power to protect them from harm. While criminal background checks on those who work with children is not a foolproof method of keeping our children safe, it is one small thing that we can do to assure that those who work with our children do not have a history that would make their presence incompatible with our safe environment program. Our goal is to do what we can to create the safest environment possible for our children and young people. Additionally, we wish to safeguard the physical assets of the church as much as possible. We hope that our volunteers understand the importance of these objectives, and cooperate fully with this program.

Is a credit check being done?

NO. The only check is of the volunteer's *criminal* background, and in some cases, driving record (for volunteers who may be requested to operate a motor vehicle (personal or church owned/rented) on the Church's behalf.

Is every church volunteer required to submit to a background check?

Volunteers who will be required to submit to a criminal background check are those who have or may have regular contact with minors (under 17) and those who desire to serve on the Count and Security teams. Additional volunteers may be requested to submit a criminal background check as deemed necessary by Church leaders.

Who else is required to have a background check completed?

All Richland Creek Community Church staff, including Preschool at the Creek, and all Elders, Pastors, and Deacons, are required to submit to a criminal background check.

What information will be disclosed to the Church when this check is completed?

Various types of information will be received in a report prepared by the vendor. The Church will receive this report. Once the employee or volunteer has completed the release forms, the following types of checks may be done:

- (1) Social Security Validation: This is a report that allows the Church to determine if the employee or volunteer has provided a validly issued Social Security number, and that the name given is the correct name for that person. The report will disclose if that person has previously used other names, so that a criminal history check can be performed.
- (2) National Crime Check: This report provides information available in a national criminal history database, which contains information from various Departments of Corrections and prison systems across the country. This report will reveal if the employee or volunteer has been in the prison system anywhere in the country.
- (3) Federal Convictions: This report provides a report that includes any time spent in Federal custody.
- (4) Sex Offender Report: This report provides a hit if the name, Date of Birth or social security number are tied to a registered sex offender.
- (5) Statewide Crime Report: This is the most reliable way to assure that all relevant criminal history is revealed. In many states, the only way to assure that all relevant criminal records are checked is to physically check the records in the county of residence. This check will reveal the type of offense, the date it occurred, and the disposition. Many misdemeanor charges are also included in this report.

What will happen if a criminal offense appears on the report?

Criminal offenses that appear on a report will be screened by the appropriate staff person(s) to determine whether they indicate a potential problem with the safety and security of children. Thus, criminal offenses that are unrelated to that person's position, or are not related to working with children, may be considered irrelevant. A criminal history, which does raise a potential problem, however, will be reviewed with the volunteer and with the appropriate staff person(s) and may prevent the volunteer from serving. If the check reveals an offense on an existing volunteer that will require the volunteer to cease working with children or young people, a report will be sent to the volunteer and they will be allowed an opportunity to explain, but may be asked to cease volunteering until a satisfactory explanation is achieved, if possible.