

2014

Archdiocese of Detroit

### Criminal Background Check Authorization Form

Hiring Entity: St. Clare of Montefalco Catholic School, 16231 Charlevoix, Grosse Pointe Park, MI 48231

As a church we value the safety of children in our care, our employees and volunteers and the people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Archdiocese mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form or basic information about you, which assures the best possible program and safety for all.

**Please print your responses to the following questions and return this form to Sr. Kathy Avery, Principal**

<b>Name</b>	<b>Date of Birth</b>		
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>

<b>Place of Employment</b>	<b>Work Phone</b>	<b>Home Phone</b>
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<b>Number of years In Michigan</b>	<b>If less than 7 years, previous residence(s) outside of MI.</b>				
	a. _____ Street	City	State	Zip	Country
	b. _____ Street	City	State	Zip	Country

<b>Position(s) you are seeking, if volunteering</b>
<b>Volunteer at St. Clare of Montefalco Catholic School</b>

<b>Race</b>	<b>Sex</b>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
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**Authorization:**

I understand that investigative inquires on my background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquires will be made according to policies of the hiring entity and will consist of a criminal history background check using the services of the Archdiocese of Detroit / Department of Human Resources or a designated outside firm. The information received will be kept confidential and will be used only to determine my suitability to volunteer for the above noted position.

I authorize without reservation, any party contacted to furnish any or all of the above-mentioned information. Further, I will allow a photocopy of this authorization to be as valid as the original for purposes conduction the necessary investigation. In addition, I agree to abide by the policies, procedures and code of conduct that currently exists or may be amended in the future.

\_\_\_\_\_  
(Signature of Volunteer / Church Personnel)

\_\_\_\_\_  
Date

NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate records.