

**First Presbyterian Church**  
**Information Form**  
**Consent to Perform History/Background Check**

***In an effort to protect children and youth from predators, all church employees, volunteers, and our church leadership participate in MinistrySafe training and submits to a criminal background check. The completed form and background report is kept locked in a file cabinet in the administrative pastor's office. The administrative pastor is notified once the MinistrySafe training is completed.***

First Presbyterian Church has contracted with LexisNexis Screening Solutions, Inc. 1000 Alderman Drive, Alpharetta, GA 30004, to verify certain information contained in your application for any position (volunteer or compensated). It is possible that your employment or volunteer service may be determined in whole or in part using data supplied by LexisNexis Screening Solutions, Inc., 1000 Alderman Drive, Alpharetta, GA 30004. Pursuant to Section 609 of the Fair Credit Reporting Act, you may be entitled to a copy of this report. Your responses will be kept confidential within the Pastoral and Professional staff related to the recruiting process; however, such responses and other background information gathered may be disclosed to FPC's legal counsel if FPC deems it necessary in FPC's sole discretion to obtain advice from legal counsel. First Presbyterian Church commits to supporting you in your appointment with affirming supervision and ongoing training, as together we serve Jesus Christ.

In order for your participation in FPC sponsored activities to be considered you must agree to the following:

1. As a part of the application process I have been advised the church conducts a criminal history check that may include a credit report and/or motor vehicle report.
2. I do hereby consent to the use of any and all information provided to the church during the application process to be used in the criminal history/background check.
3. I understand and agree that LexisNexis and/or First Presbyterian Church will verify all or part of the information I have given here.
4. I, the undersigned, do for myself, my heirs, executors and administrators, hereby authorize, release and hold harmless from and against any and all causes of actions, suits, fees, court costs, and other expenses resulting from the investigation of my background any individual or entity requesting and/or supplying information with respect to my application to become a volunteer or staff member or in my continuing service with First Presbyterian Church.
5. Should my application be accepted, I agree to be bound by the Child Protection Policy of First Presbyterian Church and to refrain from unscriptural conduct in the performance of my services on behalf of the church.
6. I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

**Full Legal Name Signature:** \_\_\_\_\_

**Full Legal Name Printed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Please clearly print your information below.

**PERSONAL**

Last Name:\_\_\_\_\_ First Name:\_\_\_\_\_ Middle Initial:\_\_\_\_\_

Alias:\_\_\_\_\_

Present Address:\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Birthdate: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address:\_\_\_\_\_

Activity/ministry area (Children, Youth, Mission, etc.)\_\_\_\_\_

Marital Status:    ☐ Single        ☐ Married    ☐ Formerly Married

**CHURCH ACTIVITY**

Are you a member of FPC?   ☐ Yes    ☐ No    If no, what church?\_\_\_\_\_

How long have you been attending FPC? \_\_\_\_\_

List other churches you have attended regularly during the past five years and the ministries in which you served. (If no churches, then please list schools and/or organizations where you have worked with children or youth.)

<u>Name of Organization</u>	<u>Ministries Involved</u>	<u>Supervisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMPLOYMENT HISTORY**

<u>Company Name/Firm</u>	<u>Address (City, State)</u>	<u>Supervisor</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

## **PERSONAL HISTORY**

Your honest responses to the following questions will help assure our church family, parents, and children of the finest staff and care we can provide.

1. Have you ever been convicted, served unadjudicated probation, served probation or been paroled for any criminal offense (misdemeanor or felony) in any court of law? ☐ No  
☐ Yes (If yes, explain on separate page.)
2. Have you ever been charged, indicted, convicted, served unadjudicated probation, served probation or been paroled for any criminal offense (misdemeanor or felony) in any court of law involving children? ☐ No ☐ Yes (If yes, explain on separate page.)
3. Have you ever been subject to disciplinary action, a complaint, suspended, terminated or asked to leave a position because of engagement in child sexual abuse or neglect, other unlawful sexual behavior or otherwise violated an employer's or organization's sexual misconduct policy? ☐ No ☐ Yes (If yes, explain on separate page.)
4. Other than the above, is there any fact or circumstance involving you or your background that would call into question your being entrusted with the supervision, guidance and care of young people? ☐ No ☐ Yes (If yes, explain on separate page.)
5. Have you used illegal drugs within the past five years? ☐ No ☐ Yes (If yes, explain on separate page.)
6. Do you currently abuse alcohol? ☐ No ☐ Yes (If yes, explain on separate page.)
7. Have you successfully completed any rehabilitation programs for any type of abuse including abuse of alcohol or drugs? ☐ No ☐ Yes (If yes, explain on separate page.)
8. Have you ever had your driver's license suspended or restricted in any way? ☐ No ☐ Yes (If yes, please describe the dates and nature of the same.)

## **REFERENCES**

List at least two personal references, not former employers or relatives.

Name	1) _____	2) _____
Street Address	_____	_____
City/State/Zip	_____	_____
Telephone	_____	_____

**PLEASE RETURN THIS FORM IN A SEALED ENVELOPE!**

This confidential form will be kept on file in a locked file cabinet in the Administrative Pastor's Office of First Presbyterian Church.