

**DISCLOSURE of BACKGROUND INVESTIGATION**

In conjunction with your application for employment, promotion, reassignment, retention, volunteer position, work to be performed under contract or third party assignment, and/or qualifying for a business transaction ("Engagement"), Arizona Conference Corporation of Seventh-day Adventists ("Company") will use the services of an outside consumer reporting agency and may obtain a "consumer report" or "investigative consumer report" about you including information relating to your personal background, character, general reputation, personal characteristics, professional standing, work history and qualifications, and/or mode of living. This agency will provide a written report of its findings to Company. Company uses Employment Screening Resources ("ESR"), a consumer-reporting agency, to perform its Engagement related background investigations.

ESR utilizes various sources of information to conduct a background investigation that may include but are not limited to: criminal records, civil records, current and former employers, department of motor vehicle records ("driving records"), military records, credit reports, education records, professional and personal references, government databases such as sex offender listings, Office of Inspector General (OIG) and System for Award Management (SAM) excluded parties lookups, and where it applies to the position; drug testing and MRO services, and/or DOT regulated employer inquiries made in compliance with 49 CFR 382.413 and/or Pilot Records Improvement Act inquiries in compliance with 14 CFR parts 121, 125 and 135.

If this box is checked, the report being procured by Company will contain a credit report to be delivered in a State that restricts the use of credit information for employment purposes. The procurement of this credit report is permitted because you are being considered for the following position or role:

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

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Today's Date (MMDDYYYY)

PROVIDE AS A STAND ALONE DOCUMENT.  
DO NOT ATTACH TO OTHER PAPERWORK

**AUTHORIZATION AND CONSENT TO BACKGROUND INVESTIGATION**

By signing my name below, I hereby agree, authorize and consent to the procurement of a Consumer Report and/or an Investigative Consumer Report about me by Arizona Conference Corporation of Seventh-day Adventists. I understand that this report may contain information about my character, general reputation, personal characteristics, and/or mode of living. I agree, authorize and consent to the release and disclosure of any and all information about me by ESR to Arizona Conference Corporation of Seventh-day Adventists. I also authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company or other party to furnish any and all background information requested by ESR for the purpose of providing a report to Arizona Conference Corporation of Seventh-day Adventists. This authorization signed by me shall be valid from the date of execution and throughout any subsequent Engagement as allowable by law. I agree that a copy of this document by fax or other electronic means shall be as valid as the original.

Acknowledgement of receipt: Disclosure of Background Investigation.

Printed Name

Signature

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Today's Date (MMDDYYYY)

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**PERSONAL INFORMATION**

**IN ORDER TO VERIFY MY IDENTITY FOR THE PURPOSES OF BACKGROUND IDENTIFICATION, I AM VOLUNTARILY RELEASING MY DATE OF BIRTH, SOCIAL SECURITY NUMBER AND THE OTHER INFORMATION BELOW FOR MY OWN BENEFIT AND FULLY UNDERSTAND THAT ALL ENGAGEMENT DECISIONS ARE BASED ON LEGITIMATE NON-DISCRIMINATORY REASONS.**

First Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)	Middle Name or Initial

Last Name (EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE)	Date of Birth (MMDDYYYY)

	<input type="checkbox"/>	<input type="checkbox"/>	
Other Names Known By	Male	Female	

Social Security Number	Driver's License Number (No Dashes - Format as Shown on License)	State

Current Address	Apt. #	# years at this address	

City	State	Zip Code

	-		-	
Area Code		Daytime Phone Number		Evening Phone Number

MY DESIGNATED EMAIL ADDRESS TO SEND ME NOTICES AND OTHER COMMUNICATIONS REGARDING MY BACKGROUND CHECK

MAY WE CONTACT YOUR "CURRENT EMPLOYER"? YES <input type="checkbox"/> YOU MAY CONTACT THEM NO <input type="checkbox"/> DO NOT CONTACT THEM		
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PLEASE PROVIDE ALL OTHER RESIDENTIAL ADDRESSES FOR THE PAST 7 YEARS mm/yy    mm/yy

Street	Apt.#	City	State	Zip Code	From	To

Street	Apt.#	City	State	Zip Code	From	To

Street	Apt.#	City	State	Zip Code	From	To

Street	Apt.#	City	State	Zip Code	From	To

Signature	Today's Date (MMDDYYYY)

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