

**PRE-EMPLOYMENT AND CONTINUED EMPLOYMENT / VOLUNTEER
DISCLOSURE
AUTHORIZATION AND RELEASE**

I have applied for Employment / Volunteer Service or I am currently an Employee / Volunteer with Grace Lutheran Church & / or School. I understand that in connection with my application for Employment / Volunteer Service, or for Continued Employment / Volunteer Service, IntelliCorp Records Inc., their agents, assigns or any other authorized third parties (collectively, the "Investigators") will be performing a background check on me. This background check will include verification of identity and criminal history.

I understand that Grace Lutheran Church & / or School may rely on any part or all of the Information in determining whether to extend an offer of Employment / Volunteer Service to me, or in determining my eligibility for Continued Employment / Volunteer Service. I further understand that if any adverse action is taken by Grace Lutheran Church & / or School, or if Grace Lutheran Church &/or School chooses not to extend an offer of Employment / Volunteer Service to me based upon the Information, that I will be provided a copy of such Information.

I understand that the background check is being performed by Investigators as part of the process to evaluate me prior to Employment / Volunteer Service or for Continued Employment / Volunteer Service, and is not conducted for any purpose other than in connection with my Application for Employment / Volunteer Service or determining my eligibility for Continued Employment / Volunteer Service.

I have read this Pre-Employment and Continued Employment / Volunteer Disclosure and by signing below, hereby authorize Investigators to conduct a background check as described herein in conjunction with my application for Employment / Volunteer Service or for Continued Employment / Volunteer Service. I hereby release any and all Investigators and Grace Lutheran Church & / or School from any and all liability related to the procurement of disclosure of any information provided by me or obtained about me in connection with my Application with Grace Lutheran Church & / or School. I further direct and authorize Investigators to conduct the background check and further authorize any third parties who may be the custodians of or in possession of the requested Information, to disclose such Information to Investigators in connection with this background check. **Please enclose your \$25.00 check made out to Grace Lutheran School. There is a \$25.00 fee per person for each background check being conducted; this is less than a penny a day as this background check is good for 3 years.**

Although furnishing your Social Security Number is not optional, it shall be used for NO other purpose than to make the process for conduction a background search more accurate. It shall not be sold, or in any way transferred to a third party except for the express purpose of conducting the background check.

Applicant Signature	Phone number(s)	Date	
Printed Name	Social Security Number		
Date of Birth	Former Last Name(s) (if applicable)		
Current Address:			
Street	City	State	Zip
Former Address:			
Street	City	State	Zip

The confirmation of your completed background check will be e-mailed to the address below:

Please email me at: _____

Name of Grace Lutheran student(s), and relationship to child: _____

Background Check Declination Policy

The Executive Council and School Board of Grace Lutheran Church and School has a policy for volunteers or staff driving, chaperoning, working with or serving in the capacity of implied supervision of children under the age of 18. Failure to receive an approved background check notification would prohibit a volunteer or staff member from driving, supervising, or chaperoning a child under the age of 18. The Executive Council and School Board of Grace Lutheran Church and School reserve the right to suspend any volunteers background check approval should there be cause for concern brought to their attention. Volunteers or staff members may request a copy of their background check form at any time.

Although not an exclusive list, volunteer background checks would be denied approval for these specific reasons:

1. Moving violations involving operating a vehicle under the influence of drugs or alcohol.
2. Moving violations involving reckless or inattentive driving.
3. Moving violations involving operating a vehicle on a suspended license.
4. Misdemeanor or Felony offenses involving injury, abuse or neglect of a child.
5. Misdemeanor or Felony offenses involving abuse, injury or neglect of an adult.
6. Misdemeanor or Felony offenses involving use, intent for use, manufacturing or delivery of any controlled substance or narcotic.
7. Misdemeanor or Felony offenses involving burglary or theft.
8. Charged with or convicted of any crime requiring the volunteer to register as a sex offender.
9. Conviction of Domestic Violence offenses, including but not limited to Domestic Violence in the presence of a child.
10. Charged with or convicted of any crime involving child endangerment or abandonment.
11. Charged with or convicted of any crime involving statutory rape of a minor.
12. Charged with or convicted of any crime involving enticement of a child or lewd and lascivious conduct with a child.
13. Charged with or convicted of any crime involving production, possession, transporting or sale of child pornography.
14. Charged with or convicted of any crime involving exploitation of a child.

Grace Lutheran Church and School has set a 7 year period of time for offenses on a background check to not be approved. After that time, administration and leadership reserves the right to re-consider approval if the person has not received further charges.

Should a background check not be approved, volunteers or staff will be notified in writing by Grace Lutheran Church and School.