

**Authorization for Release of Information and Background Report
Presbytery of Giddings-Lovejoy**



In order to facilitate the employment of ministers, candidates and certified church educators, and to protect the presbytery, its churches and its officers from the charge of negligent hiring, personnel inquiries have become an unfortunate but necessary policy. Please return this form to: Presbytery of Giddings-Lovejoy, Attention: Craig Howard, 1001 Craig Rd., Ste. 170, St. Louis, MO 63146 (Phone) 314-772-2395, email: choward@glpby.org

Your name: _____ (Maiden Name) _____
 First Middle Last

Your address: _____ City/State/Zip _____

Current home telephone: _____ Current cell: _____

Previous address: _____ How Long at this address? _____

Birth Date: _____ Social Security Number: _____

Female Male e-mail: _____

I consent to have a consumer report made as to my employment history, motor vehicle driving record, social security information, criminal record, civil court records, bankruptcy, tenant screening, and other pertinent information for employment purposes, including initial hiring decisions, promotions, reassignments, and/or retention. I hereby authorize the Presbytery of Giddings-Lovejoy to obtain a background report containing the foregoing information from any commercial firm.

I am aware that the background report I consent to have prepared may include information obtained from a variety of sources, including but not limited to presbyteries, churches, government agencies, national credit reporting agencies, and others. I am aware that if I choose, I may obtain a complete disclosure of the nature and scope of any report prepared about me if I make a written request to the Presbytery of Giddings-Lovejoy and/or to the commercial firm used by the Presbytery of Giddings-Lovejoy within a reasonable time after I execute this authorization. I also authorize and request every person, firm, company, corporation, governmental agency, law enforcement office, and any other entity having control or possession of any information pertaining to me or my background (including presbyteries where I have been a member or candidate under care, churches where I have been employed, and educational institutions where I have studied) to furnish same to any requesting party.

By this Authorization for Release of Information and Procurement of a Background Report, I hereby forever release, discharge, exonerate, hold harmless and indemnify the Presbytery of Giddings-Lovejoy, its officers, employees, representatives, agents, and subcontractors, and any other person, entity, organization or institution furnishing information to them from any and all liabilities of every nature and kind, including but not limited to claims for libel, slander, invasion of privacy, related tort claims, misuse of information obtained from the Presbytery of Giddings-Lovejoy, and any other claim or cause of action arising out of the furnishing, inspecting or copying of any documents, files, records, and other information, or the investigation made by or on behalf of the Presbytery of Giddings-Lovejoy, unless such release is determined to violate the public policy of the state or federal district in which this contract is executed, and in that event this release will be permitted to the maximum extent allowed by the governing law.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original. I understand that an additional authorization for release of information and for the procurement of a background check may be required by the commercial firm employed by the Presbytery of Giddings-Lovejoy to conduct a background check. I give permission to contact my present employer, Clerk of Session, Presbytery Pastoral Transitions and Care Commission or Committee on Preparation for Ministry, Presbytery Executive or Associate Executive and Stated Clerk. I have read this release and understand fully that the information obtained may be used to deny me employment or any other type of position from the Presbytery of Giddings-Lovejoy, a church or employing entity within the bounds of the Presbytery of Giddings-Lovejoy.

Signature: _____ Date: _____

See back for more information needed.

Verification of MDIV and higher:

School

City

State

Phone#

Fax#

Highest Degree Completed

Major

Dates attended

Month/year to Month/year

Graduation date

Month/year

Name and Phone number to verify

This form must be completely filled out