

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Westhampton United Methodist Church (the “Company”) will obtain a consumer report (a background check report) on you in connection with your application for employment, or as an independent contractor or volunteer with the Company, and if hired/retained, the Company may do so at any time during the course of your employment/work/volunteering with the Company to the extent permitted by applicable law, for employment-related purposes. The Company also may obtain an “investigative consumer report” which is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews). The most common form of an investigative consumer report in connection with your employment is a reference check through personal interviews with sources such as your former employers and associates and those identified by you as references, and other information sources.

The Company will obtain the report(s) from the following consumer reporting agency: ScreeningOne, Inc. 1860 N. Avenida Republica de Cuba, Tampa, FL 33605 Phone: (888) 327-6511 Fax: (888) 216-1003 www.ScreeningOne.com (the “Agency”).

The report obtained by the Company may contain information relating to your character, general reputation, personal characteristics, mode of living, or credit standing. The types of information that may be obtained include, but are not limited to: Background references, employment history and verification, credit reports, criminal and civil court records (federal, state and/or county), education records, driving records, and internet and social media posts (public posts/information only). The information in the report will be obtained from private and public record sources and, in the case of an investigative consumer report, will include personal interviews with sources, such as former employers, friends and associates.

You may request more information about the nature and scope of an investigative consumer report by written request to the Company’s human resources department/representative. A summary of your rights under the Fair Credit Reporting Act has been provided with this form.

ADDITIONAL NOTICES

*If you live or are applying for a position in CA, MA, NJ, NY, VT (credit check only), WA, or the City and County of San Francisco, please see the additional enclosed notices. If you live or are applying for a position in any of the states listed below, please review the additional information that applies to you.

CA: You may review the file maintained on you by the Agency. You may also obtain a copy of that file, upon submitting proper identification, paying duplication costs, and by appearing in person at the Agency’s offices on reasonable notice and during normal business hours, or by mail. You also may receive a summary of the file by calling the Agency. The Agency has trained personnel available to explain your file to you, including any coded information. If you appear in person, one other person may accompany you, provided that person furnishes proper identification. The Company will notify you if a consumer reporting agency other than the Agency is used to obtain an investigative consumer report. A subsequent notice will be sent for future consumer reports requested. By signing this document, you acknowledge receipt of the Notice Per California Law.

CA, CT, HI, IL, MD, OR, WA, VT: These states restrict the circumstances in which the Company may obtain credit information about you. The Company will not obtain credit information about you except in accordance with applicable state law.

MA: If you contact the Company’s Human Resources representative, you have the right to know whether the Company ordered an investigative consumer report about you. You also have the right to receive a copy of any investigative consumer report that the Company has ordered when that report is complete.

MN: Upon written request, the Agency will make a complete and accurate disclosure of the nature and scope of the report provided to the Company. Minnesota law requires the consumer reporting agency to provide this disclosure within five days after the request is received or the consumer report is requested, whichever is later.

NJ: Upon request, the Company will send you a copy of any investigative consumer report about you received by the Company.

NY: Upon written request to the Company's Human Resources representative, the Company will inform you whether or not the Company requested a consumer report or an investigative consumer report about you. If either report was requested, the Company will provide the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting the agency. Article 23-A of the New York Correction Law is provided with this form.

WA: If you make a written request within a reasonable time of this notice, the Company will provide a complete and accurate disclosure, in writing, of the nature and scope of any investigative consumer report that has been requested. The Company will provide the disclosure, by mail or otherwise, either five days after receiving your request or after requesting the report, whichever is later. You also have the right to ask the Company to provide you with a summary of your rights under the Washington Fair Credit Reporting Act.

I have read, and I understand, this disclosure and the attachments/enclosures.

Signature

Date

BACKGROUND INFORMATION

Full Name (First, Middle, Last)

All other names used, including maiden name(s), alias(es)

Present Address

How Long?

City/State

Zip Code

E-Mail

Former Address

How Long?

City/State

Zip Code

Former Employer

How Long?

Position

Date of Birth¹
(Mo/Date/Year)

Social Security Number

Driver's License Number²

State of License

¹ This information will be used for background screening purposes only, and will not be used as hiring criteria.

² If the position involves driving.