

# DWC BACKGROUND SCREENING RELEASE FORM FOR EMPLOYEES AND VOLUNTEERS

**Confidentiality Notice:** All information on this form is held in the strictest of confidence. The purpose of this information is to ensure the accuracy of information pertaining to the applicant.

## PLEASE PRINT THE BELOW INFORMATION

**Last Name:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **County:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Mailing Address (if different from above):** \_\_\_\_\_

**Home Phone:** (    ) \_\_\_\_\_ **Cell Phone:** (    ) \_\_\_\_\_ **Work Phone:** (    ) \_\_\_\_\_

**Social Security Number:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ **Date of Birth:** \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Month Day Year

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

*Required: If you do not have a personal email address, you must enter the dwc.org email address that is assigned to your parish, school, or DWC organization.*

**Driver's License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Previous Address (if different from above):** \_\_\_\_\_

\_\_\_\_\_  
City County State Zip Code

**Please check what applies:** (If you are currently employed by any Catholic organization of the Diocese of Wheeling-Charleston, you will need to check the employee box.)

\_\_\_\_ Candidate for Employment    Where: \_\_\_\_\_

\_\_\_\_ Current Employee    Where: \_\_\_\_\_

\_\_\_\_ Volunteer    Where: \_\_\_\_\_

## Authorization to release criminal history information reports, private companies' dishonesty, drug offense or violence reports, or motor vehicle reports:

I hereby authorize the Diocese of Wheeling-Charleston to make inquiries to ScreeningOne, a consumer reporting agency, concerning my suitability and qualification; including any public record of any arrest or convictions for crimes of violence or dishonesty; any incidents of employment dishonesty, retail theft, or other employment related acts of dishonesty, violence or drug related offenses reported to ScreeningOne. I further authorize any governmental agency where such arrest or conviction information is on file, and ScreeningOne, to disseminate such report(s) to the Diocese of Wheeling-Charleston. During any period(s) while I may be employed by and/or volunteer, I hereby authorize the Diocese of Wheeling-Charleston to make further like inquiries to ScreeningOne as the Diocese of Wheeling-Charleston may, from time to time, deem necessary. I also hereby authorize ScreeningOne to issue such reports in response to the Diocese of Wheeling-Charleston's inquiry. I waive any future notice with respect to the Diocese of Wheeling-Charleston's inquiries or with respect to such governmental agencies, ScreeningOne's, dissemination of any such report(s) to the Diocese of Wheeling-Charleston, and hereby generally release and fully discharge the Diocese of Wheeling-Charleston and ScreeningOne from and against any and all liability with respect to, or arising from, the release or dissemination of any such information for such purposes. I understand and agree that my involvement with the Diocese of Wheeling-Charleston: its Parishes, School, Diocesan Institutions and Diocesan Services, may be determined, in whole or in part, based on the report(s) so issued to the Diocese of Wheeling-Charleston by ScreeningOne. I have been informed and I understand that I may request a copy of such report and that I may dispute the accuracy or completeness of the information reported to the Diocese of Wheeling-Charleston by writing or calling the employer of ScreeningOne and requesting a copy of the report.

(X) \_\_\_\_\_ Date: \_\_\_\_\_  
Signature