



# THE EPISCOPAL DIOCESE OF MISSOURI

## BACKGROUND CHECK APPLICATION

Please print clearly in BLOCK LETTERS

Date: \_\_\_\_\_ Organization/Congregation Requesting: \_\_\_\_\_

Position: \_\_\_\_\_ Volunteer?      Yes      No

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### YOUR CONTACT INFORMATION:

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

You will receive an email from **Protect My Ministry** to complete the process.  
PLEASE USE A DESKTOP OF LAPTOP. Otherwise, you will not be able to fill in vital information  
such as social security number and date of birth.

Thank you!

## NOTICE – BACKGROUND INVESTIGATION

**Employee Report:** In connection with your employment with The Episcopal Diocese of Missouri (the “Company”), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency for employment purposes. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history (including but not limited to county/federal searches and the national criminal/sex offender combo search), credit history, driving and/or motor vehicle records, education history, employment history, or other background checks.

**Volunteer Report:** The report may contain information about you relating to your Social Security Number trace, criminal history (including but not limited to county/federal searches and the national criminal/sex offender combo search), and driving and/or motor vehicle records.

**Both Reports:** You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and **Ministry Brands Holding, LLC**, 10133 Sherrill Blvd. Suite 120, Knoxville, TN 37932; Phone: 1-866-312-8334. For information about **Protect My Ministry's** privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com). The scope of this notice and below authorization is not limited to the present and, if you are hired/selected, will continue throughout the course of your employment/ministry and allow the Company to conduct future screenings for retention, promotion or reassignment, as permitted by law and unless revoked by you in writing.

## ACKNOWLEDGEMENT AND AUTHORIZATION

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization and throughout the course of my employment, if applicable.

### **IMPORTANT! YOU MUST CHECK ONE OF THE FOLLOWING:**

Satisfactory to contact your current employer?      Yes      No      Volunteer

Applicant's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form by email, secure FAX, or USPS to:

Ms. Rita Benson  
The Episcopal Diocese of Missouri  
1210 Locust Street, 3<sup>rd</sup> Floor  
St. Louis, MO 63103  
[rbenson@diocesemo.org](mailto:rbenson@diocesemo.org)