





# Second Baptist School

6410 Woodway · Houston, Texas 77057

713.365.2310

secondbaptistschool.org

## RELEASE AUTHORIZATION

I expressly authorize any person associated with any law enforcement agency (federal, state or local), or any person who has knowledge of my character and/or criminal record or civil record to release information to **Second Baptist Church and/or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization's information to **Second Baptist Church and/or its agents** and its employees from any liability and responsibility, and any person providing the requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church and/or its agents** and its employees responsible for errors or inaccuracies in the acquisition or transmittal of information pertaining to the verification of my background.

PRINT Full Legal Name: \_\_\_\_\_

PRINT Former Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Addresses Last Five Years: \_\_\_\_\_

Street City State Zip

Street City State Zip

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

Social Security Number: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Phone Number of Witness

\_\_\_\_\_  
Date Signed



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## CONSUMER REPORT DISCLOSURE

### THIS DOCUMENT CONSTITUTES A DISCLOSURE REGARDING THE FAIR CREDIT REPORTING ACT AS IT APPLIES TO YOU

Congress enacted the Fair Credit Reporting Act, in part, to protect consumers by ensuring the accuracy of “consumer reports” and the fairness of the procedures involved in obtaining them. As an applicant for employment with **Second Baptist Church or Second Baptist School**, or as a current employee of **Second Baptist Church or Second Baptist School**, you are a protected “consumer” under the Fair Credit Reporting Act.

Under certain circumstances, as described below, the Fair Credit Reporting Act permits **Second Baptist Church or Second Baptist School** to request a “consumer report” about you from a “consumer reporting agency” and to use the report in evaluating you for employment, promotion, reassignment or retention as an employee.

As defined in the Fair Credit Reporting Act, a “consumer report” is “any written, oral, or other communication of any information by a consumer reporting agency bearing on a consumer’s credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes.” The definitions of “consumer report” include reports based upon information gathered from personal interviews with friends, acquaintances and fellow workers, as well as reports based upon information compiled from public records.

A “consumer reporting agency” is “any person who, for monetary fees, dues, or on cooperative nonprofit basis, regularly engaged in whole or in part the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing consumer reports to third parties.” This definition includes individual investigators, collection agencies and other related agencies.

Under the Fair Credit Reporting Act, **Second Baptist Church or Second Baptist School** cannot request and obtain a “consumer report” about you without your authorization. You also have the right to request that **Second Baptist Church or Second Baptist School** make a disclosure to you regarding the nature and scope of any investigation about you that will involve personal interviews. You must make this request in writing.

After obtaining a “consumer report” about you, if **Second Baptist Church or Second Baptist School** determines not to hire, promote, reassign (or maintain you in your current position), or retain you as an employee based upon the report, you are entitled to certain information before **Second Baptist Church or Second Baptist School** takes such action. **Second Baptist Church or Second Baptist School** must provide you with a copy of the: “consumer report” and a written description of your rights as a “consumer” under the Fair Credit Reporting Act.

I have read the above “notification and understand its meaning.

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Signature of Applicant

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Signature of Witness

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Phone Number of Witness

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Date Signed



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## CONSUMER REPORT AUTHORIZATION

### THIS DOCUMENT CONSTITUTES AN AUTHORIZATION TO OBTAIN A “CONSUMER REPORT” FROM A “CONSUMER AGENCY”

I, \_\_\_\_\_, have read the disclosure regarding the Fair Credit Reporting Act provided by **Second Baptist Church or Second Baptist School** and understand my rights as a “consumer” under the Fair Credit Reporting Act.

I hereby authorize **Second Baptist Church or Second Baptist School** to obtain any “consumer reports” about me from a “consumer reporting agency” that it deems necessary for employment purposes. I understand that a “consumer reporting agency” may conduct personal interviews in order to gather information about me. I further authorize **Second Baptist Church or Second Baptist School** to use the “consumer reports” in making certain employment-related decisions which may directly and adversely affect me.

I expressly authorize any person associated with any credit reporting agency to release information to **Second Baptist Church or Second Baptist School and or its agents**, including its employees and agents, orally or in writing. I release from any liability and responsibility those working for an organization that releases that organization’s information to **Second Baptist Church or Second Baptist School and/or its agents** and its employees or agents from any liability and responsibility and any person providing requested information from any damage whatsoever resulting from the acquisition, use, retention, or disclosure of any such information. I will not hold **Second Baptist Church or Second Baptist School and/or its agents** and its employees or agents responsible for errors or inaccuracies in the acquisition or transmittal or information pertaining to the verification of my credit history.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Phone Number of Witness

\_\_\_\_\_  
Date Signed



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## REFERENCE REQUEST

Please complete 2 professional references. The reference request must be signed by the applicant and returned with the application.

### Professional Reference Information

Name of Reference: \_\_\_\_\_

Position: \_\_\_\_\_

Company/School: \_\_\_\_\_

Address of Residence/Business \_\_\_\_\_

Phone Number of Reference: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

Name of Reference: \_\_\_\_\_

Position: \_\_\_\_\_

Company/School: \_\_\_\_\_

Address of Residence/Business \_\_\_\_\_

Phone Number of Reference: Home: \_\_\_\_\_  
Work: \_\_\_\_\_  
Cell: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

