



St. Paul Lutheran Church and School

The Lutheran Church – Missouri Synod

701 Washington Street, Grafton, WI 53024
262-377-4659 Fax: 262-377-7808 E-mail: info@splgrafton.org

Rev. Scott Kruse
Senior Pastor

Rev. Kenton Wendorf
Associate Pastor

Rev. Larry Prah
Pastor Emeritus

Rev. John Sueflow
Pastor Emeritus

Michael Yurk
Principal

Valerie Bremer
Director of Music

SUBJ: Background Checks

It is the policy of St. Paul Lutheran Church and School to complete background checks on employees and volunteers working in our church and school. Please note that if you are employed by St. Paul Lutheran School or if this background check is being completed because you are doing volunteer work for the church or school, there is "no cost" to you.

If this background check is being completed as a result of attendance on the 8th Grade Class Trip to Washington D.C., we will need a check in the amount of \$25.00 made out to St. Paul Lutheran Church/School as payment prior to completing the check.

Attached please find:

- Consumer Authorization and Release Form
- Consumer Authorization/Consumer Disclosure Form
- Summary of Your Rights under the Fair Credit Reporting Act

Would you read over this information and return the top two forms to my attention in an envelope marked "confidential".

Please note that the information provided in the background check will be kept strictly confidential and is not shared at any time. If you have any questions or concerns, please give me a call at 262-377-4659 x339.

Sincerely,

ST. PAUL LUTHERAN CHURCH AND SCHOOL

Jean Steinke
Business Manager

Attachments

rev042116

ADSI

ST. PAUL LUTHERAN CHURCH & SCHOOL
CONSUMER AUTHORIZATION AND RELEASE

In connection with ST. PAUL LUTHERAN CHURCH & SCHOOL considering me for employment, continued employment, promotion or reassignment, I authorize ST. PAUL LUTHERAN CHURCH & SCHOOL and or its agent, ACCUFAX Div., Southvest Inc. to obtain a consumer report, criminal report, motor vehicle records or investigative consumer report which may include information on my character, general reputation, personal characteristics, and mode of living from public record sources or through personal interviews with previous employers or associates. When requested by an employer motor vehicle records or a driving history may be obtained. American Driving Records will provide motor vehicle records from the state of Louisiana.

I authorize, without reservation, any person or entity contacted by ST. PAUL LUTHERAN CHURCH & SCHOOL, or its agent, ACCUFAX Div., Southvest Inc. to furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I further release ST. PAUL LUTHERAN CHURCH & SCHOOL, its affiliated companies, their officers, employees and agents, and specifically, ACCUFAX Div., Southvest Inc., their affiliated companies, their officers, employees and agents from any liability and responsibility arising from the preparation of said report. I understand that false or misleading statements made on this authorization, or made during the employment process, will disqualify me from consideration for employment or result in my immediate discharge if employed. By my execution hereof I acknowledge I have been provided with a separate Consumer Disclosure advising me that a report will be requested and used for the purpose of evaluating me for employment, continued employment, promotion, or reassignment as an employee.

PLEASE PRINT Requested by: 262-377-4659

LEGAL NAME _____ DOB * _____ SS# _____

OTHER NAMES USED _____

CURR. ADDR. _____ DL # _____ STATE _____

CITY _____ ST _____ CO _____ ZIP _____ HOW LONG _____

PREV. ADDR. _____

CITY _____ ST _____ CO _____ ZIP _____ HOW LONG _____

PREV. ADDR. _____

CITY _____ ST _____ CO _____ ZIP _____ HOW LONG _____

Signature _____ Date _____

LIST ALL CITY/STATES RESIDED IN SINCE AGE 18 AND HOW LONG IN EACH CITY/STATE:

APPLICANT COMPLETE INFORMATION BELOW (MAY WE CONTACT YOUR CURRENT EMPLOYER ?) Y N

Employer	City	Tel	From Dates	To
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____
_____	_____	_____	_____ / _____	_____

EDUCATION

Name	City, St	Tel	From Dates	To
_____	_____	_____	_____ / _____	_____

Most recent

Years attended _____ Last year completed: 1 2 3 4 Degree(s) _____

Last name if different while in School _____

PLEASE PRINT

Date of Birth (DOB) or Age will be used solely for the purpose of identification in doing background checks and will not be considered or used for any other purpose.

ADSI

**ST. PAUL LUTHERAN CHURCH & SCHOOL
CONSUMER AUTHORIZATION AND RELEASE**

CONSUMER DISCLOSURE

(FCRA-1)

In connection with **ST. PAUL LUTHERAN CHURCH & SCHOOL** considering you for employment, continued employment, promotion or reassignment, **ST. PAUL LUTHERAN CHURCH & SCHOOL** may obtain a consumer report on you which may include information on character, general reputation, personal characteristics, and mode of living from public record sources or personal interviews with previous employers or associates. You have the right, upon written request, to receive a written description of the nature and scope of the investigation requested and a written summary of your rights under the Fair Credit Reporting Act.

I HEREBY ACKNOWLEDGE RECEIPT:

PRINT NAME

DATE

SIGNATURE

ST. PAUL LUTHERAN CHURCH & SCHOOL
CONSUMER AUTHORIZATION AND RELEASE

A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT

The Federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every "consumer reporting agency" (CRA). Most CRA's are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681-1681u, at the Federal Trade Commission's web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn about those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you such as denying an application for credit, insurance or employment must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file. At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently.** There is no charge for the report if a person has taken action against you because of information supplied by the CRA, provided that you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plant to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRA's – to which it has provided the data – of any errors) The CRA must give you a written report of the investigation, and a copy of your report if the investigation results in any change. If the CRA's investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to a CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.
- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

**ST. PAUL LUTHERAN CHURCH & SCHOOL
CONSUMER AUTHORIZATION AND RELEASE**

**A SUMMARY OF YOUR RIGHTS
UNDER THE FAIR CREDIT REPORTING ACT**

The FCRA gives several different federal agencies (listed below) authority to enforce the FCRA:

**FOR QUESTIONS OR CONCERNS
REGARDING:**

PLEASE CONTACT:

CRA's creditors and others not listed below

**Federal Trade Commission
Consumer Response Center – FCRA
Washington, DC 20580
202-326-3761**

National banks federal branches/agencies of
foreign banks (word "National" or initials "N.A."
appear in or after bank's name)

**Office of the Comptroller of the Currency
Compliance Management, MailStop 6-6
Washington, D.C. 20219
800-613-6743**

Savings associations and federally chartered
savings banks (word "federal" or initials "F.S.B."
appear in federal institution's name)

**Office of Thrift Supervision
Consumer Programs
Washington, D.C. 20552
800-842-6929**

Federal Reserve system member banks (except
national banks, and federal branches/agencies
of foreign banks)

**Federal Reserve Board
Division of Consumer & Community Affairs
Washington, D.C. 20551
202-452-3693**

Federal Credit Unions (words "Federal Credit
Union" appear in institution's name)

**National Credit Union Administration
1775 Duke Street
Alexandria, VA 22314
703-518-6360**

State chartered banks that are not a member of the
Federal Reserve System

**Federal Deposit Insurance Corporation
Division of Compliance & Consumer Affairs
Washington, D.C. 20429
800-934-FDIC**

Air-surface, or rail common carriers regulated by
former Civil Aeronautics Board or Interstate
Commerce Commission.

**Department of Transportation
Office of Financial Management
Washington, D.C. 20590**

Activities subject to the Packers and Stockyards
Act, 1921

**Department of Agriculture
Office of Deputy Administrator – GIPSA
Washington, D.C. 20250
202-720-7051**