

AUTHORIZATION TO OBTAIN CONSUMER REPORT INFORMATION
FROM AN OUTSIDE SOURCE

By signing below, I hereby authorize the Roman Catholic Bishop of Manchester, a corporation sole (“Diocese of Manchester”) to utilize the services of an outside agency or contractor to investigate and verify my personal employment history, education history, professional references, criminal history, court records, and other records as may be appropriate for the purposes of my application for employment or volunteer service.

I understand that the Diocese of Manchester may request an investigative consumer report from a consumer reporting agency. I understand that I have the right to make a written request within a reasonable time for the disclosure of the name and address of the consumer reporting agency so that I may obtain a complete disclosure of the nature and scope of the investigation conducted by the consumer report agency and for a written summary of my rights under the Fair Credit Reporting Act. I further understand that information from reports provided by the consumer reporting agency may be considered in connection with my application.

I authorize any former employer or any other person, firm, corporation, or government agency to provide the Diocese of Manchester with any information concerning me. I release and hold harmless the Diocese of Manchester and any consumer reporting agency from any liability which may result from the furnishing and review of this information.

Print or Type Name

Social Security #

Current Street Address

Date of Birth

Town State Zip Code

Signature

Date

Please read the following statement. Detach and retain this Disclosure for your records.

Fair Credit Reporting Act Disclosure Statement

Disclosure

The Diocese of Manchester, when considering your application for employment or volunteer service and when making other related decisions directly affecting you, may wish to obtain and use a “consumer report” from a “consumer reporting agency.” These terms are defined in the Fair Credit Reporting Act (“FCRA”) which may apply to you as a “consumer” under FCRA.

A “consumer reporting agency” is a person or business that, for monetary fees, dues, or on a cooperative nonprofit basis, regularly assembles or evaluates consumer credit information on consumers for the purpose of furnishing “consumer reports” to others, such as the Diocese of Manchester. A “consumer report” is any written, oral, or other communication of any information by a “consumer reporting agency” bearing on a consumer’s character, general reputation, personal characteristics, or mode of living which is used or collected for the purpose of serving as a factor in establishing the consumer’s eligibility for employment purposes.

If the Diocese of Manchester obtains a “consumer report” about you, and if the Diocese of Manchester considers any information in the “consumer report” when making an employment-related decision that directly and adversely affects you, you will be notified before the decision is finalized and will be provided a copy of the “consumer report.” You may also contact the Federal Trade Commission about your rights under FCRA as a “consumer” with regard to “consumer reports” and “consumer reporting agencies.”