



**DISCLOSURE AND AUTHORIZATION FOR EMPLOYER/VOLUNTEER
CRIMINAL BACKGROUND CHECK**

AUTHORIZATION

I hereby give my permission for Ox Hill Baptist Church (OHBC) to perform a criminal background check by a reputable agency at any time after receipt of this authorization and throughout my employment or volunteer service, as needed. This report may include arrest and conviction data as well as plea bargains and deferred adjudications. I understand that this information will be used, in part, to determine my eligibility for an employment or volunteer position at OHBC. I also agree that a fax or photocopy of this authorization with my signature should have the same authority as the original.

I also understand that I will have the opportunity to review the criminal history reported on my background check and a procedure is available for clarification, if I dispute the record as received.

The following is information required in order for Ox Hill Baptist Church to obtain a complete background check:

FULL LEGAL NAME (First, Full Middle Name, Last Name)		SEX (M/F)
SOCIAL SECURITY NUMBER*	DATE OF BIRTH	
STREET ADDRESS (Including Apt or Suite)		
CITY, STATE, ZIP CODE		
DRIVER'S LICENSE NUMBER	ISSUING STATE	
OTHER OR FORMER NAMES (AKA, Maiden Names, Married Names, Surnames, Etc.)		

* This information will be used for background screening purposes only and will be kept confidential.

Have you ever been convicted or plead guilty before a court of any federal, state, or municipal criminal offense? (Excluding minor traffic violations)

Yes No If Yes, please explain:

As of the date of this authorization, do you have any pending criminal charges against you?

Yes No If Yes, please explain:

By signing below, I certify: (1) that I have read and fully understand this disclosure and authorization; (2) that all of the information I am providing is true, complete, correct and accurate.

Employer/Volunteer Signature

Date