



# THE EPISCOPAL DIOCESE OF TENNESSEE

## **Authorization to Conduct Background Investigation**

(Please Read Carefully Before Completing and Signing)

The items of personal information requested below are needed to process your background investigation. This information is intended solely for that purpose and will not be used in a discriminatory manner by the parties noted below in the making of appropriate business decisions.

**Please print. All items must be completed. If not applicable, please put N/A.**

|   |   |   |
|---|---|---|
| Legal First Name:   | Middle Name:  | Legal Last Name:  |
| Parish Requesting Background Check:   | Position:   | Check one:<br><input type="checkbox"/> Volunteer Position<br><input type="checkbox"/> Paid Staff Position |
| Race ( <i>required "identifier" in certain jurisdictions</i> ):   | Gender:<br><input type="checkbox"/> Male<br><input type="checkbox"/> Female | Date of Birth:  |
| Social Security # <b>required</b> :   | Phone number you can be reached at for any questions regarding this form:   |   |
| Personal Email:   |   |   |
| Have you ever been convicted of a crime (other than minor traffic offenses)?<br><br><input type="checkbox"/> Yes<br><input type="checkbox"/> No | If yes, please explain charges. (use additional paper if necessary)         |   |
| What state, what county, and what year did these convictions occur?   |   |   |
| Other names you have used, including maiden name.   | From Mo/Year  | To Mo/Year  |

List all your residential addresses for the past seven (7) years, starting with your present address:  
 (use additional paper if necessary)

| Street Address | City | State | County | Zip Code | From<br>Mo/Year | To<br>Mo/Year |
|----------------|------|-------|--------|----------|-----------------|---------------|
|                |      |       |        |          |                 | present       |
|                |      |       |        |          |                 |               |
|                |      |       |        |          |                 |               |
|                |      |       |        |          |                 |               |
|                |      |       |        |          |                 |               |
|                |      |       |        |          |                 |               |

I authorize Episcopal Diocese of Tennessee and/or Oxford Document Management and their agents to investigate my background in connection with my application for employment, appointment or a volunteer position. I understand that this may include investigative inquiries related to my driving, credit, criminal, civil, education and employment experiences. I hereby release and hold harmless all persons, agencies or companies furnishing such information from liability and responsibility. A photo/fax/electronic copy of this document can be substituted for the original. This document shall be valid for a period of one (1) year from the date of my signature. I certify that this Authorization was completed by me and all information is true and complete to the best of my knowledge.

Name/Signature of Applicant \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Position applying for:

- Volunteer
- Staff
- Clergy

Completed forms should be returned via mail or e-mail:

Sandra Beld  
 Episcopal Diocese of Tennessee  
 3700 Woodmont Blvd  
 Nashville, TN 37215  
 backgroundcheck@edtn.org