



# Volunteer Background Investigation Form

Background Investigations are required for any of the following who are 18 years or older: Volunteers in Preschool, Children, Students, Lifegroup Leaders, Mission Trip participants, and any volunteers working with financial and other sensitive information.

**Email this completed form back to the requestor or place this completed application and copy of your driver's license in a sealed envelope and return to FishHawk Fellowship Church, Attn: \_\_\_\_\_ (requestor's name), 15326 FishHawk Blvd., Lithia, FL, 33547**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden Name)

Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Gender: Male Female Date of Birth: \_\_\_\_\_

Florida Driver's License #: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Any/All Previous Addresses for the past five (5) years: *(use a separate page if needed)*

\_\_\_\_\_  
(Street) (City) (State) From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
(Street) (City) (State) From: \_\_\_\_\_ To: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you a member of FishHawk Fellowship Church?  Yes  No

Please explain what volunteer interest you have at FishHawk Fellowship (Preschool, Children, Lifegroup Leader, Mission Trip Participant, etc):

\_\_\_\_\_

List any previous work (volunteer or paid) that you have performed in the last 5 years (Include Organization Name, City, and State):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list three personal references - not related to you.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

***(Please complete other side and be sure to sign. Thank you.)***

**Please answer the following questions. We understand the following questions are personal; we will protect your privacy:**

1. Is there any event in your life, past or present, which would prohibit you from effectively ministering to any member or attendee of FishHawk Fellowship Church?  Yes  No If yes, please explain on a separate page.
2. Is there any reason, physical or mental, that would keep you from effectively working with any church member or attendee?  
 Yes  No If yes, please explain on a separate page.
3. Have you ever been charged with, indicted for, or convicted of a misdemeanor, a felony, or pled *nolo contendere* (No Contest), pled guilty to a crime, including traffic violations and county ordinances, entered a pre-trial intervention program or a similar program, been fined, or placed on probation, regardless of adjudication?  Yes  No  
If yes, please explain on a separate page. *Note: An arrest, conviction, or notice to appear in court does not automatically prohibit employment or church service.*
4. Are you willing to be fingerprinted?  Yes  No

<b>DISCLOSURE and AUTHORIZATION for BACKGROUND INVESTIGATION</b>
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In connection with my application to serve as a volunteer with FishHawk Fellowship Church ("Client"), I understand that a "consumer report" and/or "investigative consumer report", as defined by the Fair Credit Reporting Act (15 U.S.C. § 1681), will be requested by Client for volunteer purposes from Clear Investigative Advantage, Inc., ("Clear Investigative Advantage"), a consumer reporting agency as defined by the Fair Credit Reporting Act. These reports may include information as to my character, general reputation, personal characteristics or mode of living, whichever are applicable. They may involve interviews with sources such as my neighbors, friends or associates. The report may also contain information about me relating to my criminal history, credit history, driving and/or motor vehicle records, social security number verification, verification of education or employment history, worker's compensation (only after a conditional job offer) or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and if I serve as a volunteer throughout the course of my volunteer service, as permitted by law and unless revoked by me in writing. Client also reserves the right to share my report with any third-party with whom I will be placed to work or volunteer with as a representative of Client. I understand that I have the right, upon written request made within a reasonable amount of time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report to Clear Investigative Advantage in Frisco TX  
[www.ciaresearch.com](http://www.ciaresearch.com)

**Acknowledgement and Authorization**

By signing below, I authorize FishHawk Fellowship Church or its authorized agents to obtain or prepare consumer reports or investigative consumer reports about me. I acknowledge receipt of a copy of the federal notice entitled A Summary of *Your Rights under the Fair Credit Reporting Act* and certify that I have read *this Disclosure and Authorization* as well as the summary document explaining my rights under the *Fair Credit Reporting Act*.

Print Name: \_\_\_\_\_  
(Last) (First) (Middle) (Maiden Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# A Summary of Your Rights Under the Fair Credit Reporting Act

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The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-OUT (888-567-8688) or [www.optoutprescreen.com](http://www.optoutprescreen.com).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General Federal enforcers are:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
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, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
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 Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1- 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051