



## Employee/Volunteer Notification and Authorization

This is used to inform you that a background report is being obtained through **FS Enterprises, LLC Risk Management Solutions** for the purpose of evaluating you for employment, volunteer service or a contracted position, including retention as an employee, volunteer or independent contractor.

This report may contain information bearing on your character, general reputation, and personal characteristics from public or private record sources. The result of the background investigation is intended for and will only be used by the responsible persons in the Archdiocese of New Orleans or the appropriate Archdiocesan entity.

### To Whom It May Concern:

I understand that a background report as described above will be obtained. All law enforcement agencies, State Police and courts are authorized to release all written information about me. I give permission for a criminal background check to be conducted on me and hereby release all individuals, companies, corporations, and agencies, public or private, connected therewith from any and all liability associated with the dissemination of such information.

I have been given a copy of this form.

Print

Name \_\_\_\_\_

Signature \_\_\_\_\_

Current address \_\_\_\_\_  
\_\_\_\_\_

Date of Birth (for identification purposes only) \_\_\_\_\_

Social Security Number \_\_\_\_\_

If name changed (through marriage or otherwise) print former name here

\_\_\_\_\_

\*This form is to be completed prior to any background check. The policy of the Archdiocese of New Orleans is that all employees, volunteers, contract personnel must complete background screening prior to working with minors and every three years thereafter. This holds true for anyone having regular contact with minors and anyone accompanying a parish, school, organization of the Archdiocese of New Orleans, or its related entities.

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