

Mo-Ranch Background Check, Self Certification and Authorization

This form is adapted in part from the standard PIF (Personnel Information Form) authorized by General Assembly PC (USA).

REQUIRED INFORMATION:

Signature _____ Social Security # _____ Date _____

Print Full Name _____ Date of Birth _____
(First, Middle, Last)

Address _____ City, State, Zip _____

Email Address _____

Please check the one that applies to you: Prospective Employee Which Department _____

Prospective Conference Leadership Indicate which Conference _____

Please check the following that apply to you:

____ I certify that I have never been convicted of a felony or misdemeanor, and I do not have current charges pending against me and have never received deferred adjudication.

____ In addition, I certify that no civil, criminal, ecclesiastical complaint has ever been sustained* or is pending* against me for sexual misconduct or physical abuse or neglect of children; and I have never resigned or been terminated from a position for reasons related to sexual misconduct or abuse of children.

____ I am unable to make the above certifications. I offer, instead, the following description of the complaint, termination, or the outcome of the situation with explanatory comments.

(write description here if you are unable to make the above certification)

- **Check One: Yes No** Have you ever been convicted of a crime related to the use, distribution of or trafficking in narcotics or other controlled substances? If yes, please discuss here and indicate the resolution of the matter.

- **Check One: Yes No** Have you been found guilty of a vehicular moving violation in the last three years? If yes, please explain below.

- **Check One: Yes No** I have had a national criminal background check performed in the past.

If yes, please indicate when _____ and where _____.
I authorize Presbyterian Mo-Ranch Assembly to obtain a copy of a previously performed criminal background screen.

Definitions:

*** Sustained**

- ♦ In a criminal court, “sustained” means that I have been arrested for or charged with or entered in a guilty plea, received a guilty verdict or entered into a plea bargain
- ♦ In a civil court, “sustained” means that there has been a judgement against the defendant.
- ♦ In an ecclesiastical case, “sustained” means that there has been a guilty plea and censure imposed, or finding of guilty with censure imposed, by a permanent judgement judicial commission in the Presbyterian Church (USA) or an equivalent body of another church.

*** Pending**

- ♦ In a criminal court, “pending” means a criminal charge before a grand jury, in the process of being prosecuted, or in a case where there is not yet a verdict.
- ♦ In a civil court, “pending” means a case in which there has not been a decision or judgement.
- ♦ In an ecclesiastical case, “pending” means an accusation is being investigated by a special disciplinary committee or charges have been filed but have not been decided by a permanent judicial commission; or an accusation or charges are in an equivalent state or process in a church other than the PC (USA).

(The following is taken in part from definitions in the General Assembly Sexual Misconduct Policy and its Procedures, Pg.13)

“Sexual Misconduct is the comprehensive term used in this policy and its procedures to include: 1) Child sexual abuse, as defined above [refers to Policy]; 2) Sexual harassment, as defined above [refers to Policy]; 3) Rape or sexual contact by force, threat, or intimidation; 4) Sexual conduct (such as offensive, obscene or suggestive language or behavior, unacceptable visual contact, unwelcome touching or fondling) that is injurious to the physical or emotional health of another; 5) Sexual Malfeasance defined as sexual conduct within a ministerial (e.g. clergy with a member of the congregation) or professional relationship (e.g. counselor with a client, lay employee with a church member, presbytery executive with a committee member who may be a layperson, a minister, or an elder). Sexual misconduct includes unwelcome sexual advances, request for sexual favors, and verbal or physical conduct or contact of a sexual nature. This definition is not meant to cover relationships between spouses, nor is it meant to restrict church professionals from having normal, social, intimate, or marital relationships; 6) Sexual Abuse as found in the Book of Order D-10.0401b (see Accuser/Victim). Sexual Misconduct also includes but is not limited to any arrest, indictment or conviction for criminal homicide; aggravated assault; crimes related to possession, use, or sale of drugs or controlled substances; sexual abuse; sexual assault; injury to a child; incest; indecency with a child; inducing sexual conduct or sexual performance of a child; possession or promotion of child pornography; the sale distribution or display of harmful material to a minor; employment harmful to children; abandonment or endangerment of a child; kidnapping or unlawful restraint; public lewdness or indecent exposure; and enticing a child. Sexual Misconduct also includes but is not limited to the following specific acts or omissions, Any direct observations or evidence of sexual activity in the presence of or in association with a minor, any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor, sexual advances or sexual activity of any kind between any person and a minor, infliction or physically abusive behavior or bodily injury to a minor, physical neglect of a minor, including failure to provide adequate supervision in relation to activities, mental or emotional injury to a minor, the possession or presentation of obscene or pornographic materials to a minor, the presence, possession, or being under the influence of any illegal or illicit drugs with or in the presence of a minor, the consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or participating in a function for minors and providing alcohol or drugs to a minor unless otherwise allowed by law.

This notice satisfies the notice and authorization requirements under the Fair Credit Reporting Act (FCRA). To receive a copy of the consumer report mentioned in this authorization form, contact Intellicorp at (888)946-8355 or CustomerService@Intellicorp.net.

The information contained in the application is accurate to the best of my knowledge and may be verified by Presbyterian Mo-Ranch Assembly. I hereby authorize Presbyterian Mo-Ranch Assembly to inquire concerning any civil or criminal records, or any judicial or other proceedings involving me as a defendant. By means of this release I also authorize any previous employer, and any law enforcement agencies or judicial authorities or ecclesiastical governing bodies to release any and all requested relevant information to Presbyterian Mo-Ranch Assembly.

I have read this certification and release form and fully understand that by signing this form, I agree the information obtained may be used to deny my services to Presbyterian Mo-Ranch Assembly.

Signature

Date