



# Diocese of Scranton

**Sterling Background Check Application:**  
**((Employee with NO contact with children))**

**Full Legal Name:** \_\_\_\_\_  
(Must match SS#) (First) (Middle) (Last)

**Date of Birth:** \_\_\_\_\_ **Gender:** \_\_\_\_\_ **Race:** \_\_\_\_\_  
Month/Date/Year

**Social Security Number:** \_\_\_\_\_ **Telephone Number:** \_\_\_\_\_  
(area code + number)

**Other Names Known By:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

**City/State/Zip Code:** \_\_\_\_\_

**Number of Years at this address:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**City/State/Zip Code:** \_\_\_\_\_

**Number of Years at this address:** \_\_\_\_\_

The purpose of this application is to authorize the Diocesan Safe Environment Office to conduct a Sterling background check on the applicant.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The cost of this background check is \$9.00

Please make all checks payable to "Diocese of Scranton"

Please mail to:

Diocese of Scranton  
Attn: Safe Environment Coordinator  
300 Wyoming Avenue  
Scranton, PA 18503

### **Disclosure Regarding Employment Background Report**

Diocese of Scranton, ("COMPANY") 300 Wyoming Avenue, Scranton, PA, 18503 (570) 207-1453, may obtain from Sterling Talent Solutions, Inc. ("STERLING"), 1 State Street, New York, NY 10004, (877) 424-2457, www.sterlinginfosystems.com, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with your employment or employment application. If you are hired, to the extent permitted by law, COMPANY may obtain from STERLING further reports throughout your employment for an employment purpose without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to, credit reports and credit history information; criminal and other public records and history; public court records (e.g., bankruptcies, tax liens and judgments); motor vehicle and driving records; educational and employment history, including professional disciplinary actions; drug/alcohol test results; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, former employers and educational institutions, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be employment verifications and references, or personal references.

### ***Authorization to Obtain Employment Background Report***

I have read the Disclosure Regarding Employment Background Report provided by Diocese of Scranton ("COMPANY") and this Authorization to Obtain Employment Background Report. By my signature below, I hereby consent to the preparation by Sterling Talent Solutions, Inc. ("STERLING"), a consumer reporting agency located at 1 State Street, New York NY 10004, (877) 424-2457, www.sterlinginfosystems.com, of background reports regarding me and the release of such reports to the COMPANY and its designated representatives, to assist the COMPANY in making an employment decision involving me at any time after receipt of this authorization and throughout my employment, to the extent permitted by law. To this end, I hereby authorize, without reservation, any state or federal law enforcement agency or court, educational institution, motor vehicle record agency, credit bureau or other information service bureau or data repository, or employer to furnish any and all information regarding me to STERLING and/or the COMPANY itself, and authorize STERLING to provide such information to the COMPANY. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT."

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**Signature:**

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**Date:**