



MIND YOUR BUSINESS

Pre-Employment Background and EEO Investigation Services

DISCLOSURE

As part of the process of determining your eligibility for a volunteer or an employee position and, in the event you are chosen to volunteer or be employed, your continued eligibility as an employee or as a volunteer with **the Diocese of Rapid City, Rapid City, SD** may conduct an investigation of your background by obtaining a consumer report or investigative consumer report relating to you from a consumer reporting agency of its choice. The report may contain information bearing on your character, general reputation, personal characteristics, education, employment history, criminal history, motor vehicle history, workers compensation history or mode of living.

No consumer report will be used in violation of any federal or state equal employment opportunity law or regulation. I acknowledge receipt of a copy of my rights under the Fair Credit Reporting Act. If **the Diocese of Rapid City** intends to take any adverse action based in whole or in part on information contained in a consumer report, you will be provided with an additional copy of the report and a description of your rights under the Fair Credit Reporting Act.

To assist **the Diocese of Rapid City** in obtaining a consumer report, the following information is provided:

MA, MN, OK, NY, ME, WA, NJ, and CA applicants only: If you want a free copy of the report(s) ordered, check this box .

Full Name (Printed) _____
First Middle Last Maiden/Other

Signature _____ Date _____

Complete Residence Address _____
Street Number/ PO Box Street Name

City State Zip Code County

Date of Birth* _____ Social Security Number _____ Gender _____ Race _____
MM / DD / YEAR

(*You may elect to call MYB directly at (888) 758-3776 with this information)

Driver's License Number _____ State Issued _____

Daytime Telephone Number _____ Email _____

Please list all additional residences that you have resided in during the past 7 years:

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County

Street Number/ PO Box Street Name City State Zip County

Please complete both forms, front and back. Thank you!

*This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.



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AUTHORIZATION

I hereby authorize the Diocese of Rapid City to make an independent investigation of my background by obtaining a consumer report relating to me from *Mind Your Business, Inc. ("MYB")*. I understand and agree that the information contained in any consumer report will be used to determine eligibility for a volunteer or an employment position. If I am chosen to volunteer or be employed, my continued eligibility for employment or volunteering is subject to review by the Diocese of Rapid City, Rapid City, SD based on this information.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to the Diocese of Rapid City, by and through *MYB*, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources, *including alcohol and controlled substance information from previous agencies.*

Full Name (Printed) _____
First Middle Last Maiden/Other

Signature _____ Date _____

Please complete both forms, front and back. Thank you!

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