

## Personal Information

for purposes of obtaining background reports – please write legibly

Please provide the information requested below. This form is part of your application for employment or for a volunteer position with the **Archdiocese of Denver**, or with a **parish within the territory of the Archdiocese**, or with an **Ecclesiastical Organization**,<sup>1</sup> as applicable. It is also required as part of mandatory compliance with the *Archdiocese of Denver's Code of Conduct*. By signing below, you understand that the information you provide will be used to conduct a criminal background check. If you are applying for a senior finance employment position,<sup>2</sup> it may also be used to obtain a report on your credit history and related credit information. The use of your personal information is subject to the Fair Credit Reporting Act. For additional information, please refer to the *Fair Credit Reporting Act (FCRA) Disclosure and Authorization form* previously executed by you, as well as to the *FCRA Summary of Rights* previously provided to you. Information obtained about you will be one part of the employment or volunteer evaluation process and must be completed in association with any conditional employment offer or conditional volunteer services offer (contingent upon an acceptable criminal background history being obtained, and any other applicable background information if authorized by you).

**If you have resided in Colorado for less than 7 years, provide information for the state of Colorado and previous state(s) of residence for the last 10 years.**

Employer to which you are applying \_\_\_\_\_

Position for which you are applying \_\_\_\_\_

Full Name (please print) \_\_\_\_\_

Maiden Name; Aliases / Other Names \_\_\_\_\_

\*Date of Birth (month/day/year) \_\_\_\_\_ Phone Number \_\_\_\_\_

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

Current Address (address, city, state, zip) \_\_\_\_\_

Number of Years a Resident of Colorado \_\_\_\_\_

**If less than 7 years residence in Colorado, provide information for past residence**

State \_\_\_\_\_ Full Address \_\_\_\_\_

State \_\_\_\_\_ Full Address \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

<sup>1</sup> A complete listing of the Ecclesiastical Organizations can be found in the *Preamble* and in the *Principal Abbreviations* to the *Archdiocese of the Denver's Pastoral Handbook*, as well as in the appendices to the *Archdiocese of Denver's Code of Conduct* (the *Code of Conduct* is *Exhibit IV* to the *Archdiocese of Denver's Pastoral Handbook*).

<sup>2</sup> A “senior finance employment position” is a position that has significant oversight over the fiscal operations and financial reporting for an entity (e.g., at the Archdiocese it refers to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight; at a parish it refers to the parish business manager and/or bookkeeper (if applicable) and/or to similarly positioned personnel with this level of fiscal oversight; at an Ecclesiastical Organization it refers, where applicable, to the CFO, to the Controller, and to other designated positions within and outside the finance office with this level of fiscal oversight).