



## Mt. Zion Background Check Form

TO: Any person, organization or agency having knowledge of my conduct or activities; or Any past or present employer, or Any Credit Bureau, Retail Merchants Association, Bank, Financial Institution or any other Credit Extending Organization; Any Dean, Registrar, Principal, Counslor, Instructor; or Authorized person at a School (University, College, High School, Trade School, or other) ;

Or

Any Doctor, Hospital, Clinic or Sanatorium, Any Department or Agency of a City, County, State Government, or Federal Government.

### **PLEASE PRINT LEGIBLY**

I, \_\_\_\_\_, hereby authorize Mt. Zion Baptist Church  
**FULL LEGAL NAME (PRINTED)**

to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to Mt. Zion Baptist Church or any agency acting on behalf of Mt. Zion Baptist Church, and I release all persons from liability on account of such disclosure.

I hereby further authorize that for purposes necessary by Mt. Zion Baptist Church, a photocopy of this information may be considered as valid as an original.

DATE \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

CURRENT ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP : \_\_\_\_\_

SOCIAL SECURITY # \_ \_ \_ - \_ \_ - \_ \_ \_

DRIVERS LICENSE # \_\_\_\_\_ STATE ISSUED: \_\_\_\_\_

### **THE FOLLOWING INFORMATION IS REQUIRED FOR RETRIEVAL OF MVR AND CRIMINAL RECORDS:**

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ SEX M \_\_\_\_ F \_\_\_\_  
(MM) (DD) (YEAR)

RACE: \_\_\_\_\_ (B = BLACK, W = WHITE, H = HISPANIC, A = ASIAN, I = INDIAN)



## **Mt. Zion Confidentiality Statement**

In their service and support roles, Mt. Zion Baptist Church employees, contractors and volunteers receive or have access to personal and private information about members and clients.

Mt. Zion Baptist Church employees, contractors and volunteers are required to be proactive in ensuring that member clients are not identified to anyone who is not authorized within the terms of these policies.

Mt. Zion Baptist Church employees, contractors and volunteers are required to be proactive in ensuring the security of all notes and files pertaining to clients. All notes no longer required that identify clients must be disposed of by shredding not recycling.

Mt. Zion Baptist Church employees, contractors and volunteers must not access information about clients unless their job requires that they serve a specific client or process information in a specific client's file.

Mt. Zion Baptist Church employees, contractors and volunteers must not share information about clients with anyone except their immediate supervisor/contract coordinator.

Mt. Zion Baptist Church employees, contractors and volunteers are expected to treat these policies as a matter of the highest priority. Any uncertainty about the interpretation of policy should be addressed to the immediate supervisor/contract coordinator.

All employees, contractors and volunteers will be required to sign a commitment to confidentiality. Form attached and found in orientation packages for staff, contractors and volunteers.

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Signature

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Date