

Background Check Information and Release Form
Upper New York Annual Conference Board of Ordained Ministry

The Upper New York Conference Board of Ordained Ministry (BOM) is required by United Methodist *Discipline* to obtain a criminal background check and credit check as part of the process of issuing credentials to individuals who will be licensed, commissioned, ordained, or received into the Conference by transfer. We will interpret and make use of the information obtained under the guidance of the Behavioral Health Guidelines of the United Methodist General Board of Higher Education and Ministry found online at:

http://www.unyumc.org/images/uploads/GBHEM_Behavioral_Health_Guidelines.pdf

We want to be able to say to our church congregations, to our denomination, and to the community around us that the programs we offer are of the highest possible quality and the individuals who lead them are beyond reproach, highly motivated and appropriately trained, resourced and supervised.

The required information and release form is enclosed. Also included in this packet are a DISCLOSURE REGARDING BACKGROUND INVESTIGATION, a copy of your rights under the Fair Credit Reporting Act and NEW YORK CORRECTION LAW ARTICLE 23-A. Please read them carefully before signing the release form.

A note about the confidentiality of your personal information: we require and use your Social Security Number once – to request the background check on a secure website. The completed background check documents and your signed release will be kept in a secure location by the appropriate BOM officer. In the event of any “red flag/issue/concern” items that require interpretation with you, other than the BOM Background Check personnel, only you and your District Superintendent will have access to the completed report. The cost of this background check varies considerably based on the number and location of previous residences, however your cost is \$100.00. Please complete the form below, save a copy on your computer (e.g. “040118 LastName, FirstName.”) Please note that "Name Suffix" and “State” of your personal information are drop down menus. Send (electronically) a copy of the saved file to Betsy O’Flynn at: candidacy@unyumc.org. Then, you MUST print “Page 2 of 4” and “Page 3 of 4” of the application (if previous addresses are listed on “Page 4 of 4”, include that page as well), sign “Page 2 of 4”, include a check made payable to "UNYAC" for \$100 and send signed application and check to:

Betsy O’Flynn, UNY BOM
PO Box 23206
Rochester, NY 14692

The background check will not be submitted before the check is received. BOM covers any additional charges. Please indicate in the “Memo” your last name and “BOM Background”

If you have questions, please contact Betsy O’Flynn at (585) 340-9558.

Please note that all blanks must be filled. We cannot complete your background check without a complete application. Please verify the information. If you submit incomplete or inaccurate information and additional background checks need to be completed – the additional costs will be the responsibility of the candidate.

Have you ever been charged, convicted of or pled guilty to a crime, either misdemeanor or felony (including but not limited to drug related charges, child abuse, other crimes of violence, theft or motor vehicle violations) No Yes

If Yes, please explain fully:

Have you ever had an Order of Protection or comparable civil or criminal order issued against you? No Yes

If Yes, please explain:

Please list all additional previous addresses you have resided at in the past 10 years.

Street No. _____ Street Name _____ Apt. No. _____

City _____ State _____ Zip Code _____

County _____

I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____

City _____ State _____ Zip Code _____

County _____

I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____

City _____ State _____ Zip Code _____

County _____

I lived there from Month _____ Year _____ to Month _____ Year _____

(Return this sheet to Betsy O'Flynn)

Street No. _____ Street Name _____ Apt. No. _____
City _____ State _____ Zip Code _____
County _____
I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____
City _____ State _____ Zip Code _____
County _____
I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____
City _____ State _____ Zip Code _____
County _____
I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____
City _____ State _____ Zip Code _____
County _____
I lived there from Month _____ Year _____ to Month _____ Year _____

Street No. _____ Street Name _____ Apt. No. _____
City _____ State _____ Zip Code _____
County _____
I lived there from Month _____ Year _____ to Month _____ Year _____

(Return this sheet to Betsy O'Flynn)

IMPORTANT - PLEASE READ CAREFULLY BEFORE SIGNING
AUTHORIZATION DISCLOSURE REGARDING BACKGROUND CHECK

Please note: Nothing contained herein should be construed as legal advice or guidance.

The Upper New York Conference of the United Methodist Church Board of Ordained Ministry may obtain information about you for credentialing purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. You will be emailed the option to have the complete background check sent to you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by First Advantage - Choice Point (toll free within the U.S. 1-800-845-6004, toll number outside the U.S. +1 770-291-3411). The scope of this notice and authorization is all-encompassing, however, allowing the Board of Ordained Ministry to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your credentialing to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Board of Ordained Ministry at any time after receipt of this authorization and throughout my credentialing with the United Methodist Church if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by FIRST ADVANTAGE/LexisNexis Screening Solutions Inc., P.O. Box 105108, Atlanta, GA 30348-5108, another outside organization acting on behalf of the Company, and/or the Company itself and/or the Company itself.

By signing the release included in this packet, you also acknowledge receipt of Article 23-A of the New York Correction Law. (See attachment)

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

- (2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer,

landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit "prescreened" offers of credit and insurance you get based on information in your credit report. Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identify theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (word "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051