

# SCREENING CONSENT and DISCLOSURE FORM

**PLEASE PRINT**

If necessary, please use additional paper to answer questions below

ENTITY: \_\_\_\_\_  Parish  School  
CANDIDATE NAME: \_\_\_\_\_

OTHER (MAIDEN, SURNAME, ALIAS) NAME(S)  
USED: \_\_\_\_\_

CURRENT  
ADDRESS: \_\_\_\_\_

PRIOR ADDRESSES within the last 10 years:

PHONE #: \_\_\_\_\_ SS#: \_\_\_\_\_ DATE of  
BIRTH: \_\_\_\_\_

## RELEASE AUTHORIZATION

1. In connection with my application and continuation as a  Volunteer or  Employee I understand the Entity named above (hereafter "Entity") or its designee will obtain information as to my possible criminal history, valid social security number and/or registration on any state's sex abuse registry from  ADP Screening and Selection Services, 301 Remington St., Fort Collins, Co 80524 1-800-367-5933 or  HireRight, 4500 S. 129th E. Avenue Suite 200, Tulsa, OK 74134-5885. 1-877-858-4165.
2. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this Release Statement shall be as valid as the original.
3. I hereby authorize, without reservation, any law enforcement agency, institution or information service bureau contacted by the Entity or its designee, to furnish the information requested by the Entity or its designee. I understand that the Roman Catholic Diocese of Rockville Centre, New York (the "Diocese") provides administrative services to the Entity and, in such capacity, is an entity for the purposes of this Release Statement.
4. I understand that information obtained in the reports may be used by the Entity in making a continued volunteer or employment decision. I further understand that failure to consent to the release of reports detailing a possible criminal background and a social security number validation will render me ineligible for consideration and, if hired, for continuing my status as a volunteer or employee with the Entity.

I understand that the information requested above is the information required by law enforcement agencies and other entities for positive identification purposes when checking public records. I understand that, to the extent such information is not public information, it is confidential and will not be used for any other purposes. I hereby release the Entity and the Diocese, and the Bishop thereof, and all of their employees and agents, and all persons, agencies, and entities providing information or reports about me, from any liability arising out of requests for or release of any of the above-mentioned information or reports.

SIGNATURE: \_\_\_\_\_ TODAY'S  
DATE: \_\_\_\_\_

**THIS PAGE CONTAINS SENSITIVE INFORMATION TO BE KEPT ONLY IN SECURE FILES**

## **Article 23-A of the New York State Correction Law**

In sum, Article 23-A provides the following:

- No application for employment shall be denied or acted upon adversely by reason of an individual's having been previously convicted of one or more criminal offenses unless: (1) there is a direct relationship between the criminal offenses and the specific employment sought or held by the individual; or (2) the continuation or granting of the employment would involve an unreasonable risk to property or the safety or welfare of specific individuals or the general public.
- In making an employment – related determination concerning an individual who has a criminal offense in his/her background, an employer shall consider such factors as the following:
  - the public policy of New York State to encourage the employment of persons previously convicted of one or more criminal offenses;
  - the specific duties and responsibilities of the employment sought or held by the person;
  - the bearing the criminal offense(s) will have on the individual's fitness or ability to perform job responsibilities;
  - the time that has elapsed since the occurrence of the criminal offense or offenses;
  - the age of the individual at the time of occurrence of the criminal offense or offenses;
  - the seriousness of the crime(s) respecting there was a conviction;
  - any information presented in regard to the individual's rehabilitation and good conduct; and
  - the legitimate interest of the employer in protecting property, and the safety and welfare of individuals or the general public.
- At the request of any person previously convicted of a criminal offense, who has been denied a license or employment, the employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such a denial.
- Article 23-A is enforceable by the New York State Division of Human Rights.