



# OUR LADY OF THE LAKE

CATHOLIC SCHOOL

## Volunteer Criminal Background Check Authorization Form



"Under the guidance of the Holy Spirit, rooted in Sacred Scripture and centered on the Eucharist, Our Lady of the Lake Catholic School embraces the values of Education, Faith and Citizenship."

### EDUCATION • FAITH • CITIZENSHIP

As a school, we value the safety of children in our care, our employees and volunteers and people whom we serve. We want to take prudent measures to protect our human and material resources. Therefore, the Diocese of Kalamazoo mandates that criminal history background checks be conducted for all employees and volunteers who have unsupervised contact with a child, the elderly or persons with disabilities. Please complete this form of basic information about you, which assures the best possible program and safety for all.

*Please complete your responses to the following questions and return this form to the OLL Business Office, 220 Church St., St. Joseph, MI 49085 Tel: (269) 983-5529 Fax: (269) 983-4066*

Name	*Date of Birth	*Sex	*Race
Address	City	State	Zip
Know by any other name(s) (i.e.) maiden	Driver License Number - <b>Please send a copy of License.</b>		
Home Phone	Work Phone	Cell Phone	
Position for which you are applying or volunteering			
If you have lived in Michigan less than 7 years, fill out the sections below:			
Number of Years in Michigan	If less than 7 years, previous residence(s) outside of Michigan		
	Street	City	State Zip County Dates
	List additional addresses on the back of form		
If you have been employed outside the state of MI in the past 7 years, please provide Name, City, State of employer. They will not be contacted; however, a background check will be done in that state(s).	Name of Employer		
	City _____ State _____		
	List additional employers on back of form		
	State	Social Security Number	

\* NOTE: Date of birth, race and sex are being requested only for purposes of identification in obtaining accurate retrieval of records.  
To be a volunteer, you must complete the "Protecting God's Children" (Virtus) Training. Please see below to register.

Complete the rest of the form on the back



**EDUCATION • FAITH • CITIZENSHIP**

Additional places of residence outside of Michigan if less than 7 years					
Street	City	State	Zip	County	Dates
Street	City	State	Zip	County	Dates

Additional employers outside of Michigan if less than 7 years	
Name of Employer	
City	State
Name of Employer	
City	State
Name of Employer	
City	State

**Authorization**

I understand that investigative inquiries on my criminal and driving background are to be made on me, to assess whether any reason exists that would suggest that I not be accepted for the position. These inquiries will be made according to practices of the hiring entity and will consist of a criminal background check and/or driving record check using the resources of the Diocese of Kalamazoo or a designated outside firm. The information received will be used only to determine my suitability for the above position.

I authorize this criminal background check and/or driving record check to be undertaken and also any party contacted to furnish any and all information requested. A photocopy of this authorization may be considered as valid as the original for purposes of conducting the necessary investigation.

\_\_\_\_\_  
Signature of Applicant/Volunteer/Employee

\_\_\_\_\_  
Date