



**DIOCESE OF CORPUS CHRISTI  
CRIMINAL BACKGROUND RENEWAL APPLICATION  
FOR EMPLOYEES & VOLUNTEERS  
PRINT OR TYPE ONLY**

**To be completed 3 years from the date of initial background check effective January 2012**

**PERSONAL INFORMATION**

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Street address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Social Security \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender M \_\_\_\_\_ F \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State \_\_\_\_\_

Contact Phone # \_\_\_\_\_ Email address \_\_\_\_\_

**Do you work:**

\_\_\_\_\_ Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Volunteer

**Where do you work:**

\_\_\_\_\_ Chancery \_\_\_\_\_ Parish \_\_\_\_\_ School \_\_\_\_\_ Other Agency

**Person to be notified in case of emergency:**

Name: \_\_\_\_\_

Telephone (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**FOR EMPLOYER USE:**

Signature of Employer \_\_\_\_\_ Date: \_\_\_\_\_

**DIOCESE OF CORPUS CHRISTI  
CONSENT TO PERFORM A HISTORY/BACKGROUND CHECK  
IN COMPLIANCE WITH THE FCRA (FAIR CREDIT REPORTING ACT)**

I, \_\_\_\_\_, am an applicant for employment with \_\_\_\_\_  
(Name of person filling out form) (Name of Church/School/Department)

As a part of the application process I have been advised that the diocese conducts a **criminal history check** that may include a **credit report and or motor vehicle report**. I do hereby consent to the use of any and all information provided to the diocese in the application process to be used in the criminal history/background check. The following are my responses to questions about my criminal history (if any).

1. \_\_\_ YES \_\_\_ NO Have you ever been convicted or plead guilty before a court for any federal, state or municipal criminal offense? (Exclude minor traffic misdemeanors).

If yes, please provide details below.

|        |         |                      |
|--------|---------|----------------------|
| State: | County: | Date of Offense: / / |
|--------|---------|----------------------|

2. \_\_\_ YES \_\_\_ NO Have you ever received deferred adjudication or similar disposition for any federal, state or municipal offense?

If yes, please provide details below.

|        |         |                  |
|--------|---------|------------------|
| State: | County: | Date of Offense: |
|--------|---------|------------------|

3. \_\_\_ YES \_\_\_ NO Have you ever received probation or community supervision for any federal, state or municipal offense? If yes, please provide details below.

|        |         |                  |
|--------|---------|------------------|
| State: | County: | Date of Offense: |
|--------|---------|------------------|

4. \_\_\_ YES \_\_\_ NO Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States? If yes, please provide details below.

|          |       |                  |
|----------|-------|------------------|
| Country: | City: | Date of Offense: |
|----------|-------|------------------|

5. \_\_\_ YES \_\_\_ NO As of the date of this consent form, do you have any pending charges against you?

If yes, please provide details below.

|        |         |                |
|--------|---------|----------------|
| State: | County: | Date of Arrest |
|--------|---------|----------------|

**I HEREBY CERTIFY THAT ALL INFORMATION PROVIDED IN THIS CONSENT FORM IS TRUE, CORRECT AND COMPLETE. IF ANY INFORMATION PROVES TO BE INCORRECT OR INCOMPLETE I UNDERSTAND THAT IT WILL BE GROUNDS FOR CANCELING OF ANY AND ALL OFFERS OF EMPLOYMENT AND/OR VOLUNTEER SERVICES. THE INFORMATION WILL BE USED AT THE DISCRETION OF THE DIOCESE OF CORPUS CHRISTI.**

APPLICANT'S SIGNATURE \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

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**If under 18 years of age a parent authorization is required before we can process a background check.**

PARENT'S SIGNATURE \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

**ORIGINAL FORM MUST BE SENT TO HUMAN RESOURCE OFFICE. PLEASE RETAIN A COPY FOR YOUR RECORDS.**