

## DISCLOSURE and AUTHORIZATION – BACKGROUND INVESTIGATION

As an employee with the Pennsylvania Conference of Seventh-day Adventists and with a high likelihood for contact with children or working while children are present as part of the normal requirements of my job, I understand that the Pennsylvania Conference is required by law to perform the following background checks every three years for my continued employment:

- PA Child Abuse History Clearance
- PA State Police Criminal Record Check
- FBI Fingerprinting

The report may also contain information about me relating to my criminal history, driving history, social security number verification, or other background checks. Such reports may be obtained at any time after receipt of this Disclosure and Authorization and throughout the course of my employment as permitted by law. I understand that I have the right, upon written request made within a 30 days after the receipt of this notice, to request a copy of any investigative report to the Pennsylvania Conference of SDA, Background Checks, 720 Museum Road, Reading, PA 19611.

### Acknowledgement and Authorization

By signing below, I knowingly authorize the Pennsylvania Conference of SDA to obtain investigative reports about me. The following information is required in order to process the background checks.

_____ <b>LAST NAME</b>		_____ <b>FIRST NAME</b>		_____ <b>MIDDLE NAME(S)</b>	
_____ <b>DATE OF BIRTH (mm/dd/yyyy)</b>		_____ <b>CITY OF BIRTH</b>		_____ <b>STATE OR COUNTRY OF BIRTH</b>	
_____ <b>COUNTRY OF CITIZENSHIP</b>				_____ <b>SEX (M/F)</b>	
_____ <b>RACE</b>	_____ <b>EYE COLOR</b>	_____ <b>HAIR COLOR</b>	_____ <b>HEIGHT</b>	_____ <b>WEIGHT</b>	
_____ <b>ADDRESS</b>		_____ <b>CITY</b>		_____ <b>STATE</b>	_____ <b>ZIP</b>
_____ <b>PHONE</b>		_____ <b>EMAIL</b>		_____ <b>COUNTY</b>	
_____ <b>SIGNATURE</b>				_____ <b>DATE</b>	

**MAIL, FAX, or EMAIL to:**  
Pennsylvania Conference of SDA  
Background Checks  
720 Museum Road  
Reading PA 19611  
610-374-8331 Phone  
610-374-9331 Fax  
PA-HR@paconference.org