



ADMINISTRATION  
JERRY FALBO

Dear Prospective Volunteer or Employee:

Thank you so much for your desire to minister at and through Denton Bible Church. You are indeed an answer to prayer!

To do the very best that we can to shepherd and protect those to whom God has given us the joy of ministering, the Board of Elders has established an application system to gather background information on all volunteers and employees who desire to minister at and through Denton Bible Church. We praise God that He has sheltered and protected Denton Bible Church all these years. We know that it is He who watches over and protects us, and we look to Him for continued guidance and protection. But God also calls upon us in Acts 20 and 1 Peter 5 to shepherd and guard those who have been entrusted to us.

We regret any inconvenience that this may cause you, but we must recognize the times in which we live and do all that we can to protect the character and integrity of Christ's church. Although we look to the Lord for protection, we do not want to presume upon His grace and fail to utilize the tools available to help us protect those to whom we minister in His name.

Applications are kept in a secure location to which only a couple of leaders have access. The only time results are shared with anyone else in leadership is in the event that a criminal record appears on someone's report. I hope this will help relieve some of your concerns or misgivings about the necessity of such a program that requires background checks and other information that many of us regard as personal. You need only fill out one application for all the areas in which you volunteer, specifying each ministry in the designated area on the application.

In Romans 13 God tells us to be obedient to those in authority over us. At Denton Bible Church the Elders are in authority over us. We ask that you comply with their direction by filling out the application completely and by continuing to exercise your spiritual gifts within the body of Christ. Should you feel that you cannot subject yourself to that authority and complete the application or provide us with the necessary information to perform a criminal background check, we wish you the very best; however, you will be ineligible to volunteer or minister at or through Denton Bible Church.

Please forward the completed application in a **sealed envelope** by one of the following methods:

1. Mail to Denton Bible Church – Attention: Volunteer Screening
2. Drop off at the Denton Bible Church office – Attention: Volunteer Screening
3. Drop in an offering box in the main sanctuary – Attention: Volunteer Screening
4. Give the completed application to the Ministry Director in which you are volunteering who will forward it to Volunteer Screening

Should you have any questions, or if I may be of assistance to you in any manner, please do not hesitate to contact me.

Working together to the glory of Christ,

Jerry Falbo  
Administrator



**Volunteer Application and Screening Consent Form**

The completion of this form and our acceptance thereof does not indicate there are positions available and in no way obligates Denton Bible Church (the "Church"). The information contained herein will be, together with all attached papers, etc., the property of the Church. It is to the completer's advantage to answer each question fully, accurately and honestly. Your application and consent forms will remain on file. State law and Church policy, with limited exceptions, allow you to be informed about information the Church collects about you, to review and obtain the information on this form and to correct any information you believe is incorrect.

*Denton Bible Church is a religious organization which does not discriminate against applicants for volunteer positions on the basis of race, age, sex, national origin, disability, veteran's status, marital status, or creed. However, all volunteer positions at Denton Bible Church involve the practice of faith as stated and more fully described in the Church's Constitution, Articles of Incorporation and Bylaws. Please note that all volunteers must regularly attend Denton Bible Church for a minimum of six months prior to applying for a volunteer position.*

Last Name	First Name	Middle	SSN	DL # / State	DOB
Street Address			City	State	ZIP
Home Telephone	Work Telephone	Cell Phone		E-Mail Address	
Previous Names					
Previous Street Address			City	State	ZIP
Previous Church Attended			City	State	Time attended
Time Attended Denton Bible Church			Member of Denton Bible Church?		
			Yes _____		No _____

**PLEASE LIST TWO PERSONAL REFERENCES WHO ARE NOT RELATED TO YOU:**

Last Name	First Name	Years Known	
Street Address		State	ZIP
Home Telephone		Work Telephone	
Last Name	First Name	Years Known	
Street Address		State	ZIP
Home Telephone		Work Telephone	

**PLEASE PROVIDE A SHORT SUMMARY OF WHAT POSITION(S) YOU ARE INTERESTED IN VOLUNTEERING FOR AND WHY:**



**PLEASE LIST BELOW AND DESCRIBE ANY SIMILAR VOLUNTEER POSITIONS YOU HAVE HELD, OR ANY RELATED CERTIFICATIONS RECEIVED OR CLASSES ATTENDED WHETHER AT DENTON BIBLE CHURCH OR ELSEWHERE:**

<b>Position, Certification or Class</b>	<b>Dates Involved</b>
<b>Description of Duties/Requirements</b>	
<b>Position, Certification or Class</b>	<b>Dates Involved</b>
<b>Description of Duties/Requirements</b>	
<b>Position, Certification or Class</b>	<b>Dates Involved</b>
<b>Description of Duties/Requirements</b>	

**POSITIVE ANSWERS TO THE FOLLOWING QUESTIONS WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT OR VOLUNTEER SERVICE. FAILURE TO ANSWER THEM WITH COMPLETE HONESTY MAY.**

Have you ever pled no contest to, pled guilty to, or been found guilty of, any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you presently under charges of any criminal offense?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever had an adjudication deferred for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a sentence probated for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever performed volunteer service for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had a motion to dismiss for any criminal act other than a minor traffic violation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Give details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Types of offenses \_\_\_\_\_  
 \_\_\_\_\_

Dates: \_\_\_\_\_  
 \_\_\_\_\_

<b>CONFIDENTIAL:</b> <i>(You may refuse to answer this question, or may desire to share your answers in confidence with a pastor rather than answering it in this form).</i>	Were you a victim of abuse or molestation while a minor?  Have you ever struggled with same sex attraction or been in a romantic relationship with a person of the same gender?  * An answer of "yes" will not necessarily eliminate you from serving.	<input type="checkbox"/> Yes  <input type="checkbox"/> Yes	<input type="checkbox"/> No  <input type="checkbox"/> No	<input type="checkbox"/> Discuss with Pastor  <input type="checkbox"/> Discuss with Pastor
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------	----------------------------------------------------------------	--------------------------------------------------------------------------------------------------



**PLEASE READ CAREFULLY BEFORE SIGNING!**

I hereby authorize the Church and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for volunteering purposes.

I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas:

- verification of social security number;
- criminal history records from criminal justice agencies in any/all jurisdictions (federal/state/county)
- current and previous residences;
- birth records;
- employment history including all personnel files;
- education including transcripts;
- motor vehicle records to include traffic citations and registration
- character references;
- credit history and reports;
- any other public records;
- interviews conducted with third parties regarding my character, general reputation, personal characteristics or mode of living.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me to the Church or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, including information or data received from other sources.

Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any applicable state laws.

I hereby release the Church, the Social Security Administration, and its agents, officials, representatives, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, executors or representatives because of compliance with this authorization and request to release.

I have received a copy of the Summary of Rights under the Fair Credit Reporting Act. I understand that I am entitled to know if I am denied a volunteer position because of information obtained by the Church from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

I understand that I have the right to revoke the authorization at anytime, provided I do so in writing.

**Applicant Signature:**

**Date:**

---

---



In completing this Volunteer Application, I understand, represent, and agree that:

The Church's acceptance of this completed form does not mean that a position for which I am qualified is open or that the Church has agreed to allow me to volunteer my services. The Church is under no obligation to utilize my volunteer services as a result of accepting this completed form. Completion of this form in no way creates a contract between me and the Church.

As part of its procedure for processing this form or evaluating me for volunteer purposes, the Church may obtain an investigative report including information gathered through personal interviews with third parties such as prior employers, family members, business associates and other individuals with whom I am acquainted.

I consent to the Church making any necessary criminal history checks pursuant to this process. This inquiry may include information as to my character, general reputation, and personal characteristics, whichever may be applicable. I have the right to make a written request within a reasonable period of time for a complete and accurate disclosure of additional information concerning the nature and scope of the investigation.

By signing this form, I authorize the Church to request and obtain the information described above. Further, I release the Church, its affiliates, related entities, agents, employee, and officers (collectively referred to as "the Church") and all prior employers or references and record custodians from any claim or liability whatsoever arising out of such a request or any information disclosed in response thereto, and I agree not to bring any action or assert any claim against the Church or such prior employer or reference on account thereof.

A photocopy or facsimile of this authorization shall be as valid as the original. I understand that the ability to be bonded may be a condition of volunteering for some positions. I understand that my providing of false or misleading material information or my failure to state material facts either in this form or in any interviews will result in my immediate release as a volunteer by the Church.

If I am appointed to a volunteer position, I understand and agree that regarding Christian Alternative Dispute Resolution and in keeping with 1 Corinthians 6:1-8, all disputes which may arise between any volunteer and the Church shall be resolved in accordance with the Rules of Procedure for Christian Conciliation, Institute for Christian Conciliation. If efforts to conciliate or mediate the dispute fail, then the matter shall be resolved through binding arbitration. The decision of the arbitrators shall be binding on both parties, and both parties submit themselves to the personal jurisdiction of the courts of the County of Denton, State of Texas, for the entry of a judgment confirming the arbitrators' award. Each party shall bear its own costs, including attorney's fees, related to any mediation, conciliation, or arbitration proceeding. If a dispute results in an award of monetary damages, then use of the conciliation, meditation, and arbitration procedure is conditioned on acceptance of the procedure by the liability insurer of the Church, and the insurer's agreement to honor any mediation, conciliation or arbitration award up to any policy limits. The mediation, conciliation, and arbitration process is not a substitute for any disciplinary process set forth in the employee handbook of the Church, and shall in no way affect the authority of the Church to investigate reports of misconduct, conduct hearings, or administer discipline of volunteers. I understand and agree to be bound by the bylaws, and policies of the Church, and to refrain from any conduct in violation of the Church's teaching or the Church's interpretations of Biblical scripture. I have read and understand the terms and conditions set forth above and agree to be bound by them. I acknowledge that this is a legal document. I sign this document of my own free act and will.

Applicant Signature:

Date:

Horizontal lines for signature and date.

For Church Use
Accepted/Received by (Name) Ministry Date

## 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](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 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](http://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](http://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](http://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.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://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:**

<b>FOR QUESTIONS OR CONCERNS REGARDING:</b>	<b>PLEASE CONTACT:</b>
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 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 Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4900
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 202-360-1306
Activities subject to Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051