



Diocese of Sacramento — Human Resources Services

## REQUEST FOR BACKGROUND CHECK

*Background check requested by:*

Parish/School/Agency  
*(circle one)*

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City

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Hiring Person

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*Name & Title*

Contact Information

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*Phone*

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*Email*

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*Fax*

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Applicant's Name

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Position Applied For

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***Fax completed form to (916) 733-0238 or scan and email to [parroyo@scd.org](mailto:parroyo@scd.org)  
with the following:***

- ✓ Applicant's signed Disclosure & Authorization form
- ✓ Applicant's signed Background Information form
- ✓ Page 3 of the Employment Application (Employment History)

Questions: Call Pam Arroyo at (916) 733-0281

*\*Please Note: Parish / School/ Agency will be billed \$75 upon completion of background check.*

*\*Additional fees may apply for searches and/or pre-adverse and adverse letters.*