



Diocese of Sacramento — Human Resources Services

**REQUEST FOR BACKGROUND CHECK**

*Background check requested by:*

Parish/School/Agency  
(circle one)

\_\_\_\_\_

City

\_\_\_\_\_

Hiring Person

\_\_\_\_\_

*Name & Title*

Contact Information

\_\_\_\_\_

*Phone*

\_\_\_\_\_

*Email*

\_\_\_\_\_

*Fax*

Applicant's Name

\_\_\_\_\_

Position Applied For

\_\_\_\_\_

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***Fax completed form to (916) 733-0238 or scan and email to [btorres@scd.org](mailto:btorres@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 Bianka Torres at (916) 733-0241

*\*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.*