



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

MVR Screening Required by the position: Yes Only a Back-Up No

***Fax completed form to (916) 733-0238 or scan and email to personnel@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 Lay Personnel at (916) 733-0239

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

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