

## YOUTH EMPLOYEES UNDER 18

1. Employment candidates under the age of 18 are required to register at [www.virtus.org](http://www.virtus.org) to begin the online registration process which will allow for the submission of a background check and assign a safe environment training lesson called *Healthy Relationships for Teens*. (Registration instructions can be found on the VIRTUS homepage)
  - a. Employment candidates under the age of 18 must obtain from their parish or school location the document “Authorization for Consumer Reports”.
  - b. The “Authorization for Consumer Reports” must be signed by the parent(s) or legal guardian(s) of the employment candidate under the age of 18.
  - c. The signed “Authorization for Consumer Reports” must be turned into the Local Safe Environment Coordinator, (LoSEC) at the parish or school location.
  - d. The LoSEC must scan and email the “Authorization for Consumer Reports” to the Office of Safe Environment.
  - e. The employment candidate under the age of 18 must log into [www.virtus.org](http://www.virtus.org) and register as an Employee, complete all required fields, and submit for the background check. The LoSEC or designated person must check references.
  - f. Once the Office of Safe Environment confirms the background check is completed, a status of “Restricted” will be noted on the file. The “Authorization for Consumer Reports” will then be forwarded to Human Resources at the diocese. Human Resources will retain the signed “Authorization for Consumer Reports” in their confidential files.
  - g. Once the Office of Safe Environment notes the file as “Restricted” the Office of Safe Environment will notify the location requesting to employ the under 18-year-old, that the location can move forward with employing the under 18-year-old.
  - h. **IMPORTANT** because the under 18-year-old cannot attend the Protecting God’s Children Adult Online Awareness Training, until they turn 18, the under 18-year-old must always be in the presence of an adult that does meet the safe environment requirements of having a completed and approved background check and safe environment training using the VIRTUS program.
  - i. The employed under 18 must read, review, and sign the Youth Code of Conduct (Sec 4.3).

Youth Employees under the age of 18 are **NOT ALLOWED** to attend a  
VIRTUS *Protecting God’s Children* Adult Awareness Session.

## Authorization For Consumer Reports

I acknowledge receipt of the separate document entitled DISCLOSURE FOR CONSUMER REPORTS.

I hereby authorize procurement of consumer report(s) and investigative consumer report(s) by Company Name Here ("Company"). If hired (or contracted), this authorization shall remain on file and shall serve as ongoing authorization for Company to procure such reports at any time during my employment, contract, or volunteer period. I authorize without reservation, any person, business or agency contacted by the consumer reporting agency to furnish the above-mentioned information.

**This authorization is conditioned upon the following representations of my rights:**

I understand that I have the right to make a request to the consumer reporting agency: Integrated Screening Partners ("Agency"), 5316 Hwy. 290 West, Ste., 500, Austin, TX 78735, telephone number (800) 474-4420, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company's behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency's privacy policy at their website: [www.integratedscreening.com/privacy.asp](http://www.integratedscreening.com/privacy.asp)

I understand that several states such as California, Colorado, Connecticut, Washington, Vermont, etc., as well as some cities, such as New York City restrict employers from requesting and using credit reports except for certain positions or types of business. The Company agrees to follow these restrictions including any written notification requirements.

I understand that certain states such as California, Colorado, Vermont, etc., require a separate disclosure and/or authorization to obtain a consumer's credit report for employment purposes. If such documentation is required, Company will provide this to me before ordering the credit report.

I understand that several states and cities have enacted "ban-the-box" legislation which restricts when Company can inquire about my criminal history. Company will not inquire before allowed to do so by applicable law, ordinance or regulation.

I understand that where worker's compensation records are obtainable, that Company will only order the information after a conditional job offer has been made.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me. By checking the following box, I request Company to provide a copy of all such reports be sent to me. Check here:

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (CST) Monday through Friday) to obtain all information in Agency's file for my review. I may obtain such information as follows: 1) In person at the Agency's offices, which address is listed above. I can have someone accompany me to the Agency's offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency's information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

I understand that if I am applying for employment in New York, that I have the right to receive a copy of Article 23-A of the New York Correction Law \_\_\_\_\_ (initial if this applies).

I understand that if the report is provided to an employer in the State of Washington, that I can contact the following office for more information regarding my rights under Washington state law in regard to these reports: State of Washington Attorney General, Consumer Protection Division, 800 5<sup>th</sup> Ave, Ste. 2000, Seattle, Washington 98104-3188, (206) 464-7744.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the attached Summary of Rights.

Today's Date \_\_\_\_\_ Signature \_\_\_\_\_ Print your full name: \_\_\_\_\_

Parental Signature if applicant/volunteer is a minor: \_\_\_\_\_ Date \_\_\_\_\_