

Procedures for Background and Credit check for **Final Minister Candidate(s)**
seeking a call to New Covenant United Church of Christ

Background and Credit Check

Click on: www.oxforddoc.com to do a background and credit check. Then click on the Applicant Box located in the upper right corner. You will need the client number (which is 3308) and the position code number (Position Code 1). You will be asked to provide basic personal information along with 7 years of residential address history and 7 years of employment address history. At the end of the process you will be asked to provide credit card information for the \$160 background check fee. There is no charge for the credit check. Once you complete the online authorization form, the Pastoral Search Committee will receive an email confirmation, and Oxford will start the background and credit check processes.

Statement of Consent

1. I attest that the information contained here is true and complete to the best of my knowledge. I understand that any representation or omission may be grounds for a calling body's declined consideration for, or termination of, a ministry position. I acknowledge that it is my duty in a timely manner to amend the responses and information I have provided if I come to know that a response for information was incorrect when given or if the response or information, though accurate when given is no longer accurate.
2. I authorize the Pastoral Search Committee of New Covenant United Church of Christ to make inquiries regarding all statements contained here. I also authorize all persons, entities, former employers, committees on ministry and their agents, courts, law enforcement and other public agencies to respond to inquiries concerning me and to supply verification of the information provided here. I understand that such persons may comment on and state their opinions regarding my background and character to those who execute the search process. To encourage such persons to speak openly and responsibly, I hereby release them from all liability arising from their responses and comments made in good faith and without malice.

Name: _____

Signature: _____

Date: _____

Self-Disclosure

Have you ever been the subject of a civil law suit alleging that you attempted or actually engaged in sexual discrimination, harassment, exploitation, or misconduct; physical abuse; child abuse; or financial misconduct; which has ever resulted in a judgement being entered against you, settled out of court, or dismissed because the statute of limitations had expired? Yes _____ No _____

Have you had your driving license suspended or revoked within the last 5 years?
Yes _____ No _____

Have you ever been found guilty of, pled guilty to, or pled no contest to criminal charges? (Exclude convictions that have been sealed, expunged or legally eradicated; any misdemeanor conviction for which probation was successfully completed; offenses about which inquiry is not permissible in the state in which you are seeking a position; acts of civil disobedience). With respect to driving record, only include matters of reckless driving, driving while intoxicated and/or driving under the influence of a controlled substance. Yes _____ No _____

Has your employment, a volunteer position, or professional credentials, ever been terminated or revoked, or have you been asked not to return to employment or a volunteer position in the future because you attempted or actually engaged in: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct? Yes _____ No _____

Have you ever terminated your employment, a volunteer position, or professional credentials to avoid facing or to avoid being terminated because of charges of actual or attempted: Sexual discrimination, harassment, exploitation or misconduct? Physical abuse? Child abuse? Financial misconduct? Yes _____ No _____

Are there any facts or circumstances involving you or your background that should be disclosed and/or further reviewed before you are entrusted with the responsibilities of ministry on behalf of a calling body of New Covenant United Church of Christ? Yes _____ No _____

If you answered yes to any of the above questions, please provide detail explanation for all such affirmative answers. In addition to providing other relevant material, be sure to include dates and information for related official decisions, actions, reviews, etc. (by you and/or other parties) that affected your employment and/or ministerial standing and/or professional credentials.

Name _____

Signature _____

Date: _____

If you have trouble with any of the steps in this process or questions, please email to the attention of the Chair of the Pastor Search Committee at 2020PSC4NCUCC@gmail.com.