

IX. ORDINATION/COMMISSIONING CANDIDATE SCREENING POLICY

The North Michigan District of The Wesleyan Church requires background checks for all ministerial candidates as part of the process of considering a candidate's qualifications and suitability for ordination/commissioning. These background checks are conducted by ADP Screening and Selection Services, a consumer reporting agency. This screening process is overseen by the North Michigan District Board of Ministerial Development.

All candidates for ordination/commissioning with the North Michigan District are asked to sign a release form authorizing the performance of background checks. Any candidate who refuses to sign a release form will be prohibited from proceeding towards ordination/commissioning through the North Michigan District. Candidates may also be asked to provide references from their former employers as well as educational references that can be used to verify academic accomplishments and records.

The background check will include verification of information provided on the completed DBMD forms. Information to be verified includes, but is not limited to, social security number and previous addresses. The North Michigan District may also conduct a reference check and verification of the candidate's education and employment background as stated on forms provided by the DBMD.

The background check will include criminal court record searches. If a conviction is discovered, a determination will be made as to whether the conviction presents a conflict with the standards of The Wesleyan Church and/or safety risks associated with the performance of ministerial responsibilities. Arrests not resulting in a conviction may still result in denial of the candidate's permission to pursue the course of study for ordination/commissioning. In either event, the candidate will be given opportunity to provide additional information to explain why they should be considered for admission to the ordination/commissioning course of study.

Additional checks such as a driving record or credit record may be made on candidates. If a candidate's admission to the ordination/commissioning course of study is denied in whole or in part because of information obtained in his/her background checks, the candidate will be informed of this and given the name, address and phone number of the screening provider to contact if he/she has specific questions about the results of the check or wants to dispute its accuracy.

Any candidate who provides misleading, erroneous or willfully deceptive information to the North Michigan District on their prescribed DBMD forms or resume or in an interview is immediately eliminated from further consideration for ordination/commissioning with the North Michigan District.

INVESTIGATIVE REPORT
RELEASE AUTHORIZATION

I. In connection with my application for admission to the ministerial course of study in the North Michigan District of The Wesleyan Church, I understand that an investigative consumer report will be requested that will include information as to my character, work habits, performance, and experience. I understand that as directed by District policy and consistent with the ministry described, you may be requesting information from public and private sources about my: driving record, court record, education, credentials and references.

II. Medical and worker's compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA) and/or any other applicable state laws. According to the Fair Credit Reporting Act, I am entitled to know if the appointment is denied because of information obtained by a former employer or from a consumer reporting agency. If so, I will be notified and given the name and address of the agency or the source which provided the information.

III. I acknowledge that a telephonic facsimile (Fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state and county agencies including the Minnesota Department of Labor.

IV. I hereby authorize, without reservation, any law enforcement agency, institution, information service bureau, school, employer, reference or insurance company contacted by the North Michigan District of The Wesleyan Church or its agent, to furnish the information described in Section I.

The following information is requested by law enforcement agencies and other entities for positive identification purposes when checking public records. It is confidential and will not be used for any other purposes. I hereby release the North Michigan District of The Wesleyan Church and agents and all persons, agencies, and entities providing information or reports about me from any and all liability arising out of the requests for or release of any of the above mentioned information or reports.

**DISCLOSURE TO ORDINATION/COMMISSIONING CANDIDATE
REGARDING PROCUREMENT OF A CONSUMER REPORT**

In connection with your application for admission to the ministerial course of study in the North Michigan District of The Wesleyan Church, we will procure an investigative consumer report on you. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential admission, before making the adverse decision we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics and mode of living. This information may be obtained by contacting the references supplied by yourself and other secondary references. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on the document provided with this disclosure statement.

By your signature below, you hereby authorize us to obtain an investigative consumer report about you in order to consider you for admission to the ministerial course of study.

This report will be processed by:

ADP Screening and Selection Services

301 Remington Street

Fort Collins, Colorado 80524

(800)367-5933