



Diocese of Palm Beach

Authorization for Pre-Hire Reference Check

Please Print:

Diocesan Entity Requesting Check: _____

Entity Contact: _____ Entity Phone #: _____

Employee/Candidate/Volunteer Name: _____

I have applied for a position with the Diocese of Palm Beach. As a part of their hiring process, the Diocese of Palm Beach may conduct an employment verification, education verification, driver's license check, criminal background check, reference check, and/or other inquiries regarding my background, employment history, including the information as to my personal character, general reputation, job performance, and other qualities pertinent to my prospective service.

I hereby consent and authorize the Diocese of Palm Beach and/or their designated agents to make such inquiries, and I authorize without reservation, the release of such information to the Diocese of Palm Beach and/or their designated agents, and release the Diocese of Palm Beach and the provider of such information from any and all liability for damages arising from the investigation and disclosure of the requested information.

I will allow a photocopy of this authorization to be as valid as the original.

Signature of Candidate: _____ Date: _____

Candidate/Employee/Volunteer: Please attach a copy of your driver's license & return this form to the office at the parish, school, or other entity where you work, volunteer, or are applying for a position.

Parish Bookkeeper/Office Manager: Keep this form in the employee's personnel file. Do not send this form to the Diocese of Palm Beach Pastoral Center.