

## **Tennessee Baptist Children's Homes, Inc. Background Authorization Instructions**

- 1. Felony and Sex Offense Form**
  - a. Print full legal name of applicant
  - b. Social Security Number
  - c. Answer questions 1-3. Include description of all "yes" answers.
  - d. Read, sign and date
  
- 2. Blue Line Investigations Disclosure & Authorization** – Carefully read the form in its entirety. Complete bottom selection located underneath the bold line. Please print and write legibly with black ink only.
  
- 3. Blue Line Investigations Consumer Report Order Form** – Complete Section A: Consumer/Applicant/Employee Information only. Please print and write legibly with black ink only.
  
- 4. Fingerprint Application** – Follow the instructions in the box at the top of the form.
  
- 5. VECHS Waiver Agreement and Statement** – Carefully read the form in its entirety. Complete bottom selection on page 1 on top half of page 2. Please print and write legibly with black ink only.

Return completed forms to TBCH by either emailing [HR@tennesseechildren.org](mailto:HR@tennesseechildren.org) or fax at (615) 377-8521 and using the Background Authorization Fax Cover Sheet provided.

Contact our Human Resource Specialist at (615) 376-3196 or by email if you have questions on completing these for

Tennessee Baptist Children's Homes, Inc.

Fax Number (615) 377-8521

**CONFIDENTIAL INFORMATION**

**Please notify the Human Resource Specialist at (615) 376-3196  
that confidential information has been sent.**