

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. Acknowledgment and Authorization Regarding Background Investigations – Carefully read the form in its entirety. Complete the bottom section. Please print and write legibly with black ink only.

3. Disclosure Regarding Background Investigation - Carefully read the form in its entirety and keep this document for your records.

4. Background Report Order Form (Blue Line Investigations) – Complete Section A: Consumer/Applicant/Employee Information only. Please print and write legibly with black ink only.

5. Fingerprint Application – Follow the instructions in the box at the top of the form.

6. DCS Waiver Agreement and Statement for Criminal History Checks – Carefully read the form in its entirety. Complete the sections at the bottom half of the form. Please print and write legibly with black ink only.

7. Authorization for Release of Information and HIPPA Protected Health Information TO or From DCS - Carefully read the form in its entirety. Please fill out page 1 and middle to bottom section of page 2 (starting with authorized signature line). Please note that a "witness" signature is required on page 1 and page 2 and the witness cannot be a spouse that has the same last name. Please print and write legibly with black ink only.

Please return these completed forms to the TBCH representative you have been working with on your employment opportunity.