
NEW BRUNSWICK THEOLOGICAL SEMINARY

Memorandum

To: Prospective Student

From: Dr. Willard Ashley
Dean and Associate Professor

Date: June 2013

Re: Background Check Requirement

As of Spring 2009, a criminal background search is a requirement for admission to any degree program at NBTS (M.Div., M.A., D.Min.). Students are required to submit a release form (see attachment) and a processing fee of \$25 for the background check.

The Dean is authorized to conduct the background search and to maintain a secure record of this information. The background search will consist of: 1) a search of the national criminal file, and 2) a social security number verification. The prospective student can receive a copy of his/her results upon request.

Prospective students may make an appointment with the Dean to discuss past convictions that may appear on the background check. A student's past is not necessarily a barrier to ordained ministry. If a background search identifies a criminal offense, the person involved shall be notified of the report and invited to respond in writing to the Admissions Committee within 15 days.

During a student's enrollment at NBTS, he/she will attest on each class registration form that he/she has not had any convictions during the period since the background search was performed. A student must inform the Dean in writing of any convictions.

Please complete the enclosed release form with your application and return to the Office of Admissions with your \$25 processing fee. If you have any questions, please contact the Dean. Thank You.



The Reverend Willard W C Ashley, Sr., Dmin., DH
Dean – Associate Professor of Practical Theology

New Brunswick Theological Seminary Criminal Background Check Inquiry Release Form

The purpose of the criminal background check is to identify incidents of behavior that would prevent safe interactions between our students, employees, and related communities. New Brunswick Theological Seminary takes into consideration all of the application materials when making admissions decisions, yet reserves the right to deny admission based on the information obtained through the background check.

I hereby authorize Selection.com on behalf of New Brunswick Theological Seminary to procure a consumer report (known as an investigative consumer report in California) which I understand may include information regarding character, general reputation, and or personal characteristics. This report may be compiled with information from court record repositories, state sexual offender registries, or databases of criminal adjudications. I understand that I may request a complete and accurate disclosure of the nature and scope of the background verifications, to the extent such investigation includes information bearing on my character, general reputation or personal characteristics.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of admission to me. If you contemplate making an adverse admission-related decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize the decision.

I have read the above disclosure and I hereby authorize Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information services organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am admitted, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my matriculation with you.

Signature _____ Date _____

THE FOLLOWING INFORMATION IS REQUIRED TO CONDUCT THE BACKGROUND INVESTIGATION
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PRINT NAME _____

Last Name
First Name
Middle Initial
Social Security Number

PREVIOUS OR MAIDEN NAME (if applicable) _____ PHONE NUMBER _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

DRIVER'S LICENSE NUMBER _____ STATE ISSUED _____

List states and counties of residence, other than above, for the past seven (7) years:

COUNTY _____ STATE _____; COUNTY _____ STATE _____; COUNTY _____ STATE _____

FOR IDENTIFICATION PURPOSES ONLY: Date of birth _____

My prospective employer understands age to be a protected characteristic and the information requested will not be used as the basis for any employment decision.

Notice to Applicants Living in CA, OK or MN

By checking this box, I request to receive a free copy of any Report ordered on me.

Email address: _____ **

** By entering my email address, I authorize Selection.com to deliver my Report via email

Notice to California Residents:

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Selection.com during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Selection.com to determine with reasonable certainty that you are the subject of the report. Selection.com is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.

***** IF FAXING OR EMAILING REQUEST, THIS SECTION MUST BE COMPLETED BY EMPLOYER FOR PROCESSING *****

Customer Number _____ Location or Store Number _____ Date Submitted _____

Contact Person _____ Phone Number _____ Position Applied For _____

Combined Report: _____

Individual Reports: _____

Criminal Convictions County(s) and state(s) _____ Other: _____