

Appendix B

SCA Background Check

Thank you for authorizing a background check as part of the requirements to hold the office of seneschal and/or to run youth activities within the Society for Creative Anachronism.

There are two forms to fill out, a Background Check Authorization form, and a Fair Credit Reporting Act Consumer Disclosure form. Please complete both forms and send them directly to the SCA corporate office.

SCA Inc.
P.O. Box 360789
Milpitas, CA 95036-0789

Fax#: 408-263-0641
email: Theresa@sca.org or
membership@sca.org

DO NOT send these forms to the Kingdom Seneschal nor the Kingdom Minister of Youth.

Once you have submitted these forms to the corporate office, contact the Kingdom Seneschal (Seneschal@calontir.org) and the Kingdom Minister of Youth (MoY@calontir.org) informing them that you have done so. Include your full SCA name, Modern name, and membership #.

The Kingdom Seneschal will then issue the authorization to the corporate office for the completing of the background check.

You will receive a letter letting you know if you have passed or failed the check. If you have failed, you will be given the reason for the failure. You may appeal the results of your background check.

Once a month, the Kingdom Seneschal receives a list of all approved background checks. S/he does not receive any other information regarding them.



the society for creative anachronism, inc.

P.O. Box 360789 • Milpitas, California 95036-0789 • Tel (408) 263-9305 • Fax (408) 263-0641

BACKGROUND CHECK AUTHORIZATION

1. Notice

A consumer report or an investigative consumer report may be obtained on you for employment purposes. It may include information as to your character, general reputation, personal characteristics and mode of living. You have a right to request disclosure of the nature and scope of the report, which may involve personal interviews with sources such as your neighbors, friends, associates or prior employers and co-workers.

2. Authorization

I, _____
Last Name First Name Middle Name

Current Address

Date of Birth Other Names Used (Including Maiden Name)

Social Security Number Driver's License Number State of Issuance

- (a) I hereby authorize The Society for Creative Anachronism in its sole discretion, to obtain a consumer report or an investigative consumer report for purposes of evaluating my application for employment
- (b) I also understand that upon my written request, within a reasonable time after receipt of this disclosure, a complete and accurate disclosure of the nature and scope of the investigation requested.
- (c) I also understand that before taking any adverse action based in whole or in part on the Report, The Society for Creative Anachronism shall provide to me a copy of the report and a description in writing of my rights under the Fair Credit Reporting Act.

Date: _____

By: _____

Name (printed) _____

CALIFORNIA, OKLAHOMA and MINNESOTA RESIDENTS ONLY: If you are a current California, Oklahoma, or Minnesota resident and would like to request a copy of your Consumer Report or Investigative Consumer Report, please check the box. This report may include character and reputation information obtained through personal interviews.



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**FAIR CREDIT REPORTING ACT
CONSUMER REPORT DISCLOSURE**

As required by the Fair Credit Reporting Act, this is to advise you that, in connection with your application for employment with the Society for Creative Anachronism, Inc., a consumer report and/or investigative consumer report may be obtained with respect to you for employment purposes from a consumer reporting agency. This will include a criminal background check.

Pursuant to Section 606 of the Fair Credit Reporting Act, you have a right to request a disclosure of the nature and scope of the investigation requested and a written summary of your rights.

I hereby authorize the Society for Creative Anachronism to obtain and use a consumer report with respect to me for employment purposes

Signature of Applicant

Date