



Genesis Background Check Instructions

Once you've received the email from MinistrySafe telling you it's time to complete your background check, follow these instructions:

1. The first page is an overview of the process. Once you're read it and are ready to move on, please click "Continue" in the lower right hand corner.
2. The second page is asking for your consent to proceed electronically. Click on the check box next to "I agree" at the bottom of the page to give your consent, then click "Continue" in the lower right hand corner.
3. The third screen is where you'll verify that you are seeking verification for work or volunteering in the US, in New York State or Pennsylvania, and the county *your church is in*. You'll also be asked to certify that you are a resident of the US, which state *you live in*, and which county. Then click "Continue" in the lower right hand corner.
4. The fourth screen is a disclosure about the scope of the background check. The screening we are purchasing is designed to confirm your identity, search a multi-jurisdictional database for criminal activity, and search the National Sex Offender Registry. While it is unlikely we may request additional information or searches in the future, in the event that we do we will not do so without your consent. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.
5. Unless you are being approved for employment as an employee of the Genesis Conference (not staff or volunteer at a local church), we will not be conducting an Investigative Consumer Report through MinistrySafe on your behalf. This page simply notifies you that we have the right to do so. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.

6. The page on New York Correction Law is meant to inform you that you cannot legally be denied an opportunity to be employed or volunteer in one of our churches *on the sole basis* of the results of your background check. If previous criminal activity is noted, the Conference and local church will work together to determine whether or not the report findings are relevant and/or prohibitive. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.
7. If you work or serve in New York State, you'll automatically be given a notice of human rights law from the New York City Commission on Human Rights. While it is not applicable since our Conference does not extend to New York City, Genesis and its churches will adhere to New York State human rights laws as they apply to religious organizations. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.
8. Unless you are being approved for employment as an employee of the Genesis Conference (not staff or volunteer at a local church), we will not be conducting an Investigative Consumer Report through MinistrySafe on your behalf. This page simply notifies you that you have the right to request to be informed whether one was ordered or not, and to be provided with the report if it was ordered. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.
9. Unless you are being approved for employment or ordination in the Genesis Conference, we will not be conducting a financial credit report through MinistrySafe on your behalf. This page outlines the Fair Credit Reporting Act, notifying you that you have the right to know if a credit report was requested and how the information contained within it is being acted upon by Genesis. You also have a right to receive that report in the event that one is ordered. When you're ready, click the box next to "I acknowledge receipt..." and then click "Continue" in the lower right hand corner.
10. The final authorization is a cumulative statement, affirming that you've read the previous pages and that you authorize the Genesis Conference (in this case, the Director of Operations or a staff member they appoint) to request the background check, both now and again at any time throughout the duration of your employment or volunteer service. When you're ready, type your full name in the box after "I agree" and type the last four digits of your SSN in the next box. Then click "Sign Acknowledgement" in the lower right hand corner.

11. Following your authorization, you can now begin filling out the application for background check with your personal information. Your Driver License number and state are not required information, but may be helpful in verifying your identity. If your name has changed, please add the previous variation. When you're ready, click "Next" in the lower right hand corner.
12. Fill out your current address information. When you're ready, click "Next" in the lower right hand corner.
13. Review the summary of your information. When you're ready, click "Submit" in the lower right hand corner.

The results of your background check will be emailed to you within a few days. Please reach out to our office (585-617-5421 or office@genesismc.com) if you have questions, concerns, or need a copy of your results.